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PURCHASING DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

A N N U A L R E P O R T

Fiscal Year 1971-72

DOCUMENTS

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September, 1972

ANNUAL REPORT
PURCHASING DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

The Department purchases materials and supplies, equipment and contractual services for all departments of the City and County, including city-owned utilities, the San Francisco Port Commission, the San Francisco Unified School District and the San Francisco Community College; repairs and maintains automotive and other equipment for the various departments, except Public Utilities, and for the School District as requested; operates a central reproduction bureau for departments requiring its services; transfers to other departments for use or sells equipment and supplies no longer useful to any department of the city; maintains a perpetual inventory of equipment in the various departments; and operates central stores of the Purchasing and various other departments.

In addition, advisory service is given to other departments by the Shops on equipment and mechanical problems and by the Bureau of Buying on new products, specifications and prices.

PERSONNEL

Employments totaled 202 permanent in four bureaus. The Organization Chart is shown in the Appendix.

SUPERVISORY - June 30, 1972

Administrative

T. F. Conway - Purchaser of Supplies - To March 31, 1972
J. C. Gavin - Purchaser of Supplies - From April 1, 1972
C. D. Morello - Secretary

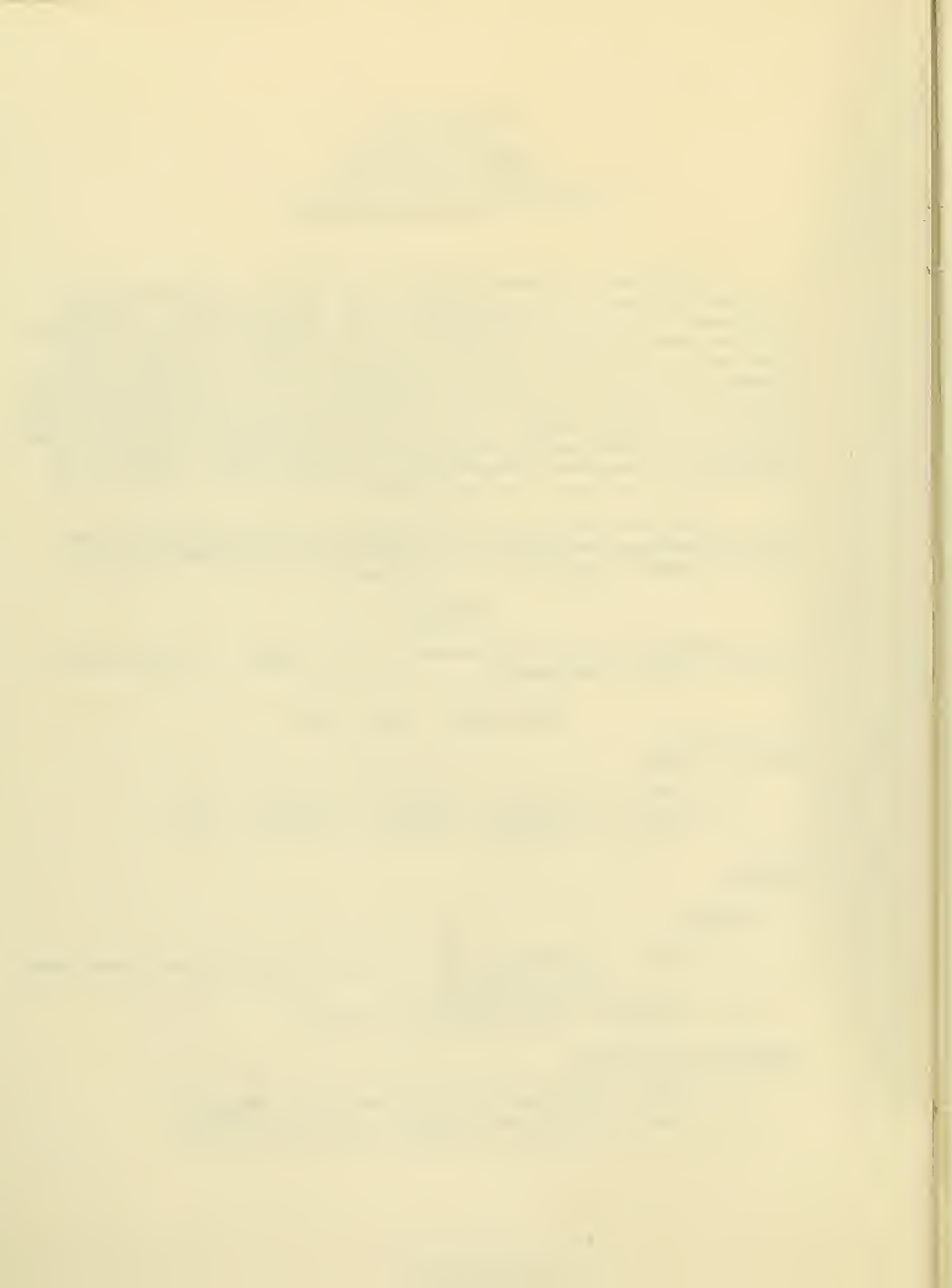
Bureaus

Buying

J. C. Gavin - Assistant Director of Purchasing & Services - Bureau Head
(To 3/31/72)
G. A. Clarke - Senior Purchaser
C. J. Morrissey - Coding Supervisor (Acting)

Equipment and Supplies

J. H. Beck - Stores and Equipment Supervisor - Bureau Head
J. A. Frantz - Stores and Equipment Assistant Supervisor



Personnel and Accounts

George Harley - Chief Clerk - Bureau Head
R. A. Davis - Principal Clerk

Reproduction

Edward Fundis - Reproduction Manager - Bureau Head

Shops

A. M. Flaherty - General Superintendent of City Shops - Bureau Head
E. R. Rames - Assistant Superintendent of City Shops

SEPARATIONS: Retirements

Retired

<u>Name</u>	<u>Position</u>	<u>Approx. Years City Service</u>	<u>Date</u>
Conway, Thomas F.	Purchaser of Supplies	38	4- 1-72
Harley, George H.	Chief Clerk	34	6-28-72
Collins, John J.	Senior Storekeeper	17	6- 1-72
Jones, Harold R.	Storekeeper	32	12- 1-71
Scully, John F.	Automotive Machinist	25	12- 1-71
Allen, Eugene K.	Automotive Serviceman	25	1- 1-72
McCarthy, James P.	Assistant Storekeeper	23	2- 5-72
Gallagher, Martin	Storekeeper	15	3-24-72
Kearny, Edward F.	Automotive Machinist	29	6-29-72

WORK ACCOMPLISHED

The work accomplished in the fiscal year is described in more detail under the separate bureaus.

Recapitulation is as follows:

<u>Bureau</u>	<u>Unit</u>	<u>1970-1971</u>	<u>1971-1972</u>
Buying	Purchase Orders	\$ 37,769	\$ 38,148
	Amount	24,672,399	25,427,978
	Encumbrance Requests		
	Amount	\$33,354,320	\$37,860,397
	Contract Certifications		
	Amount		\$ 3,116,223
Stores & Equipment	Surplus Sales - Amount	\$ 67,930	\$ 36,048
	Major Stores Operated	11	11



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WORK ACCOMPLISHED (Continued)

<u>Bureau</u>	<u>Unit</u>	<u>1970-1971</u>	<u>1971-1972</u>
Shops	Job Orders	\$ 8,496	\$ 8,750
	Expenditures	1,589,839	1,621,020
Reproduction	Services rendered		
	Amount	207,564	207,000

BUREAU OF BUYING

This Bureau, procures materials and supplies, equipment and insurance and contracts for services, for all city departments, the San Francisco Unified School District and the San Francisco Community College. Except for term contracts based on estimated quantities, all buying starts with receipt of requisition from using department. Included in or incidental to the procurement function are the following: (outlined in detail in a previous report).

I. Buying - Bids and Awards

Preparation of bids, including contractual - and technical requirements; evaluation of bids; and award of bids.

II. Buying - Related Functions

Analysis of records of average use; maintenance of specification file; new term contracts; and review of procedures.

PERSONNEL

The buying division is headed by the Assistant Director of Purchasing and Services and includes 11 assistant purchasers. The clerical staff, under the Bureau of Personnel and Accounts, is engaged in typing, mailing, opening and tabulating bids, maintaining bid index and specifications file, and typing contracts. Funds for some of these employments, both buying and clerical, are provided by other departments.

Detailed employments are as follows:

- 1 - Assistant Director of Purchasing and Services
- 2 - Senior Purchasers
- 7 - Purchasers
- 2 - Purchasers (Printing)
- 1 - Assistant Purchaser

OPERATIONS

Purchasing work is assigned on a commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacation period make it advisable to temporarily deviate from this policy.

Periodic meetings of the buying staff permit the exchange of ideas, explanation of improved procedures and generally keep the assistant purchasers informed as to the overall progress and problems.

Every effort is made to process requisitions as rapidly as possible but delays occur due to lack of personnel, inadequate information furnished with requisitions, and failure of departments to submit requisitions promptly for equipment items that are to be grouped for purchase for purposes of standardization and economy.

In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements and permit competition as required by the Charter and Administrative Code. A new form was devised for this purpose making it easier for departments to furnish desirable information for bid purposes.

As time is available personnel are assigned to:

1. Review specifications, forms and procedures.
2. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desirable.

The need for a separate section to expand the above services is apparent if the department is to most efficiently and effectively perform its purchasing functions. This work is now being done on an intermittent basis as time is available. Every effort should be made to procure a full-time employment for this work.

Whenever practical, term contracts are entered into for various service and commodities in general use by several departments or recurring use by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications up-dated. New items are added as required.

Major purchases included the following:

Purchases of Bricks, Tree Grate Assemblies, Traffic Signal equipment, street signs and street lighting for Market Street reconstruction.

BUREAU OF PERSONNEL & ACCOUNTS

George Harley - Chief Clerk
Robert Davis - Principal Clerk

Traveling

Requisitions: Monthly Repetitive Purchase Orders are processed in quantity on a repeat basis. These are large numbers of requisitions as used by Public Health, Public Utilities, Public Works, Purchasing, Recreation and Park, Schools, Sheriff, Library, Controller, and S.F. Community College.

Purchase
Orders:

Purchase Orders are prepared by a xerox process directly from the Requisition, thus assuring accuracy and speed of processing.

Tabulation
of Bids:

Bid Tabulations are microfilmed.

Requisition
Register:

Cumulative runs of this register are made daily, weekly and monthly and are indispensable in locating requisitions processed for purchase order.

Vendor Index:

Continual.

Codes on

Purchase Orders: Use of Vendor Location Code, Buyer Code, and Commodity Code continual.

Bid Index:

Continual.

The number of purchase orders to be prepared is not constant, chiefly due to the fact that requisitions do not flow into the department in a uniform manner. Consequently, there are times when a high production may be desired when personnel is depleted by vacations (which cannot be spread over the normal vacation period due to conditions beyond our control) sickness, or otherwise. Our very limited temporary funds must be used in even more critical areas and at more critical times.

Sales of Charters, Codes and other documents amounted to \$17,411.00.

Discounts earned amounted to \$69,486.54.

CODING DIVISION

The Coding Division, under the Bureau of Buying, continues the development of the material and supplies coding system. The system is now in use, by all requisitioning departments.

The up-dating of the Railway's stock control system, has brought about the need for hundreds of new code numbers. Our section is constantly feeding these newly researched item identification numbers to their store-room offices.

At present, we are cooperating with the County of Sacramento, in an effort to intermingle our coding systems. We are developing hundreds of new code numbers that will bring this about.

We have developed and up-dated a listing of the many types of lamps used by the city departments. The list gives the code numbers and the manufacturers part numbers. All concerned departments were issued lists.

Due to the many requests for new code numbers, and cancellations of certain codes by departments, constant changes are being made. The departments affected by these changes are notified.

Personnel from private and governmental offices continue to show interest in the Purchaser's Coding System. We welcome their visits and the exchanging of ideas.

At our request, departments continue to send personnel for instruction, in coding procedures. With the constant changing in department personnel, this action is necessary.

BUREAU OF STORES AND EQUIPMENT

The Bureau of Stores and Equipment operates and maintains a central warehouse and storerooms in various City Departments; receives and issues materials, supplies and equipment for all departments of the City and County of San Francisco. This Bureau arranges for the sale of and sells surplus and obsolete personal property belonging to the City; exchanges equipment between departments, maintains a perpetual inventory of all materials purchased for the City and County of San Francisco, and makes periodic checks of such property. The Bureau maintains control of the entire automotive fleet, including the listing, insurance and the reporting of all accidents.

The following locations are staffed and operated by the Bureau of Stores and Equipment:

<u>Name and Location</u>	<u>Type</u>	<u>Amount of Inventory</u>
Central Warehouse - 15th & Harrison Sts.	Stationery	10,382.52
	Janitorial Supplies	5,017.09
	4000 Cases Foodstuffs	
	Misc. Furniture	
	Pipe, etc.	
Dept. Public Works - 2323 Army St.		124,533.83
Water Department - 1990 Newcomb Ave.		604,348.24
Hetch Hetchy - Moccasin, Calif.		52,806.39
S.F. Intl. Airport - So. San Francisco		30,584.20
Municipal Railway - 24th & Utah Sts. and 2 sub-stores		252,608.41
General Stores)		
Washington & Mason)		334,104.55
Potrero and one sub-store		121,481.79
Health Dept. - S. F. General Hospital, 22nd. & Potrero		210,056.36
Laguna Honda Hospital, 7th & Dewey		392,273.89
Recreation & Park - Golden Gate Park		34,847.35
Dept. Electricity - 901 Rankin St.		70,081.41
Sheriff -		88,961.86
Central Shop Store - Hall of Justice Garage (Sub-Store)		40,204.71

* Storage only - Amount included with departmental inventory

BUREAU OF STORES AND EQUIPMENT - Continued

PERSONNEL

The Sales, Inventory and Stores Division is staffed by the following:

	1 Stores and Equipment Supervisor
	1 Stores and Equipment Assistant Supervisor
	1 Senior Clerk-Stenographer
	1 Senior Clerk-Typist
	2 Inventory Clerks
	11 Senior Storekeepers
	20 Storekeepers (plus 1 Storekeeper on work order)
	8 Assistant Storekeepers
	1 Laborer
TOTAL	<u>46</u>

SALES DIVISION

Thirteen sales were conducted during the fiscal year under the authority of Section 88 of the Charter. Sales activities included legal research into various aspects of different sales, preparation of sales, inviting interested buyers to bid, opening and awarding of bids, collecting and depositing all money received from buyers with the City Treasurer and keeping records of correspondence relative to the sales.

The total revenue from the sales of 1971-72 was: \$36,047.71

A general breakdown of the sales is as follows:

Floodlights	\$1,266.00
Hydro Generators	750.00
Fire Hose	2,321.48
Cars - Trucks	17,699.16
Law Books	424.10
Scrap Metal and Iron	8,259.10
City Directories	158.25
X-Ray Film	2,332.12
Street Car Parts	184.63
Saddles, etc.	168.80
Sacks and Containers	272.69
IBM Cards, Waste - Paper	988.87
Grease and Bones	1,203.51
Miscellaneous	19.00

BUREAU OF STORES AND EQUIPMENT - Continued

INVENTORY DIVISION:

This division has the assignment of maintaining the Equipment inventory of all City Departments; the investigation and reports to the Board of Supervisors on lost, damaged, or stolen items of equipment. During the fiscal year, a few of the Departments surveyed were: District Attorney, Treasurer, Public Administrator, Municipal Court, and Health Service System. A complete physical check of equipment and the Perpetual Inventory records updated on the above mentioned departments.

During the fiscal year, we estimated or secured estimates from moving concerns for various moves required by City Departments or Agents. We recommend procedure, confer and set the dates and requirements for moving or other liaison detail.

The accumulation of various Waste materials, such as, Waste paper (office records), Tab Cards (I.B.M.), X-Ray film, and miscellaneous scrap metal is gathered up by this Division for arrangement of disposal by sale. Surplus furniture and equipment that has further use is made available to other City Departments by transfer.

BUREAU OF STORES AND EQUIPMENT - Continued

STORES DIVISION

The past fiscal year personnel Classification Changes are as follows: Two 1932 Assistant Storekeepers Limited Tenure, Jack Neill and Walter Zahrt, left the stores division to accept permanent calls with the Department of Education. Gerald Connors, a permanent 1932 Assistant Storekeeper, relinquished to accept a promotion to another department.

Five 1932 Assistant Storekeeper Limited Tenure positions were filled by men selected and assigned to us by Civil Service, and sent to the following locations. Louis Hronis, Antonio Coronado and Ernest Klein were assigned to the storeroom at San Francisco General Hospital; and Alphonso Clark and Randall Bloom, were assigned to the Muni storeroom at 24th. and Utah Streets.

Three of our permanent 1932 Assistant Storekeepers were given 1934 Storekeeper limited tenure appointments as follows: Salvador Sanchez, to 24th. and Utah Streets, Herbert Chatmon to the Water Department, and Charlie Barnes to the Purchasing Department Central Warehouse.

Civil Service tests for 1932 Assistant Storekeeper and 1934 Storekeeper will be held in the near future to provide permanent calls for positions now being occupied by Limited Tenure appointees.

A very efficient 1934 Storekeeper, Bill Spence, left the storeroom at San Francisco International Airport to accept a promotional position as a Senior Materials Supplies Supervisor for the Department of Public Works.

We lost a number of very capable veteran employees through retirement. John Collins, a 1936 Senior Storekeeper, retired from the Central Warehouse. Also Bert Clarke, a 1934 Storekeeper from the Presidio Storeroom of the Muni Railway, James McCarthy, a 1934 Storekeeper from the Water Department Storeroom, Martin Gallagher, a 1934 Storekeeper from the Potrero Storeroom of the Muni Railway, and Harold Jones, a 1934 Storekeeper from the Recreation and Park Department storeroom retired.

Work is progressing on the new San Francisco General Hospital which will include new storeroom facilities.

Plans are going ahead for the new facility of the Muni Railway for automotive and machine shops which will include consolidation of several existing storerooms at the Twenty Second and Indiana Streets location.

Safety literature, advice and suggestions were relayed to the Storekeeping personnel, on a continuing basis at the various storerooms of the Bureau of Stores and Equipment of the Purchasing Department.

REPRODUCTION BUREAU

The Reproduction Bureau provides a centralized service available to all City Departments for photography, offset printing, mimeographing, photostatting, blueprinting, micro-filming and self-service copiers.

Funds to operate the Bureau are provided by Work Orders from over 70 departments that make use of the Bureau's facilities. Work done for City Departments during 1971-72 amounted to \$207,000.

Major Functions of the Bureau

We photograph people, places and events. The greater part of our photography is to record construction progress of City buildings and highway work.

We mimeograph reports, forms, and calendars with 90% of the jobs finished within one day.

We photo-offset forms, booklets and reports. The addition (October 1971) of a 17 x 22 offset press has greatly increased our production capacity. 70% of our offset jobs are completed within two days.

The 1971-72 mimeo and offset production increased 20% over 1970-71.

We make wet blueprints and dry(ammonia) prints up to 42" wide, largely for architectural use.

We microfilm documents on 16mm and 35mm film for record keeping, and for reproduction on our 1824 Xerox.

We make photostat copies up to 18" x 24".

We provide self-service copiers in Room 50, City Hall and in Room 302, 450 McAllister Street.

The work we mimeograph or offset is often collated, folded, stitched or cut to size.

The process of establishing standard charges for recurring jobs is a continuing one. It is made difficult by the fact that there are certain minimum costs. When the volume of work falls below a certain level, we cannot recover those costs without excessive Departmental charges. Our overall capacity is at present sufficient to handle quite a bit more work, provided that departments plan ahead to give us enough time.

CENTRAL SHOPS' ANNUAL REPORT

PAGE NUMBER

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13-14.....	REC & PARK SHOP
15-16.....	HALL OF JUSTICE STATION
17.....	CONCLUSION
18.....	VEHICLE INVENTORY
19.....	ORGANIZATIONAL CHART
20.....	EXPENDITURE STATEMENT
21.....	EXPENDITURE PIE CHART

PHOTOS

- 1) POLICE CAR
- 2) GANG MOWERS
- 3) SPRAY TRUCK
- 4) FIRE DEPARTMENT WATER RESCUE UNIT



SAN FRANCISCO FIRE DEPARTMENT WATER RESCUE UNIT ASSEMBLED BY
CENTRAL SHOPS FROM A "TURNED-IN" 1966 VAN TRUCK AT A SUBSTANTIAL
SAVINGS TO THE CITY.

BUREAU OF SHOPS

THE CENTRAL SHOPS, AND ALLIED FACILITIES, PROVIDE NECESSARY MECHANICAL MAINTENANCE AND REPAIR SERVICE FOR ALL CITY DEPARTMENTS AND BUREAUS, EXCEPT PUBLIC UTILITIES.

IN ADDITION, IT IS THE RESPONSIBILITY OF THE BUREAU TO INSPECT, APPRAISE, AND MAKE RECOMMENDATIONS ON ALL CITY OWNED VEHICLES CONTEMPLATED FOR REPLACEMENT; AID THE VARIOUS DEPARTMENTS IN THE WRITING OF VARIOUS SPECIFICATIONS; AND TO RECEIVE AND APPROVE ALL NEW VEHICLES DELIVERED TO THE CITY AND COUNTY OF SAN FRANCISCO.

ADMINISTRATION AND MAJOR REPAIR FACILITIES ARE LOCATED AT THE CENTRAL SHOPS, 800 QUINT STREET.

OTHER INSTALLATIONS ARE: GOLDEN GATE PARK SHOP, PROVIDING MAINTENANCE FOR RECREATION AND PARK DEPARTMENT EQUIPMENT; HALL OF JUSTICE SERVICE STATION, WHERE FUEL AND LUBRICANTS ARE PROVIDED FOR POLICE AND OTHER CITY CARS, ALONG WITH INSPECTION AND LIGHT MAINTENANCE FOR POLICE VEHICLES. DEPARTMENT OF PUBLIC WORKS, ARMY STREET YARD WHERE FUELS, LUBRICANTS, AND PREVENTIVE MAINTENANCE INSPECTION IS PROVIDED PUBLIC WORKS VEHICLES. 19TH AVENUE PUBLIC WORKS STATION, HEALTH DEPARTMENT GARAGE, AND DEPARTMENT OF ELECTRICITY GARAGE.

THE ADMINISTRATION OF THE SHOPS, UNDER THE PURCHASER OF SUPPLIES, IS THE DIRECT RESPONSIBILITY OF MR. ALBERT M. FLAHERTY, GENERAL SUPERINTENDENT, AIDED BY MR. EDMOND A. RAMES, CITY SHOPS ASSISTANT SUPERINTENDENT.

THE CENTRAL SHOPS, QUINT STREET OPERATION, HAS FOUR MAIN MAINTENANCE SHOP AREAS. THEY ARE 1) AUTOMOBILE, 2) TRUCK, 3) FIRE APPARATUS, 4) MACHINE; AND THE FOLLOWING AUXILLIARY SHOPS: BLACKSMITH, PATTERN AND LADDER SHOP, PAINT, HOSE UPHOLSTERY, BODY AND FENDER, TIRE, AND SERVICE STATION.

ALONG WITH THE RESPONSIBILITIES FOR THE MAINTENANCE AND REPAIR OF MECHANICAL EQUIPMENT AND SCHOOL BUILDINGS, SEWAGE PLANTS, PUMPING STATIONS, PUBLIC BUILDINGS, ETC., THE SHOPS MAINTAINS 2486 MOTORIZED UNITS OF THE CITY OWNED FLEET, AN INCREASE OF 78 OVER THE FISCAL YEAR 1970-71. THESE VEHICLES AND MACHINES ARE VALUED AT APPROXIMATELY

THE BUREAU IS STAFFED WITH 101 EMPLOYEES. NO ADDITIONAL PERMANENT EMPLOYEES HAVE BEEN ADDED THESE PAST SEVERAL YEARS, THOUGH THE WORK ORDER SYSTEM OF FINANCING PERMITS US TO OBTAIN TEMPORARY EMPLOYMENTS FOR SEASONAL OR "AS NEEDED" PROJECT COMPLETION.

ACCOUNTING AND CLERICAL SECTION

A RATHER COMPACT SIZED OFFICE STAFF FUNCTIONS UNDER THE DIRECTION OF EDWARD STONE, SENIOR MANAGEMENT ASSISTANT. IT CONSISTS OF A SENIOR ACCOUNT CLERK, AN ACCOUNT CLERK, A CLERK-TYPIST AND A TIME-ROLL PREPARER.

OUR DOMINANT ACCOUNTING RESPONSIBILITY IS TO KEEP SHOPS EXPENDITURES WITHIN THE CONFINES OF INTERDEPARTMENTAL WORK ORDER FUNDING. WHILE THE ANNUAL APPROPRIATION ORDINANCES OELINEATES A CENTRAL SHOPS BUDGET, IT IS ACTUALLY "OPEN-END" IN NATURE SINCE THERE ARE NO OFF-SETTING APPROPRIATIONS TO BALANCE THE FINANCIAL EQUATION. THE BUREAU IS ONE OF TWO "PILOT" DEPARTMENTS THROUGHOUT THE CITY WHICH ARE FUNDED PURELY BY WORK ORDER REQUESTS. THUS, EXPENDITURE CONTROL IS THE SOLE PROVINCE OF THE SHOPS' ACCOUNTING STAFF.

1971-72 WITNESSED AN EXTENDED USAGE OF THE CENTRAL DATA PROCESSING FACILITY. HOWEVER, LACK OF FUNDS CONTRIBUTED TO SERIOUS CURTAILMENTS OF A PROJECT WHEREBY THE COMPUTER COULD FURNISH IMMEDIATE DATA ON ACCUMULATED VEHICLE COSTS AND VARIOUS CRITICAL AREAS OF AUTOMCTIVE REPAIRS AND PARTS REPLACEMENTS.

THE OFFICE PERSONNEL MAINTAINS A CONTINUOUS COST CONTROL OVER INDIVIDUAL DEPARTMENTAL REPAIR EXPENDITURES, PREPARES THE ANNUAL SHOPS BUDGET AND MAINTAINS A DIRECTORY OF EQUIPMENT UNDER MAINTENANCE, SOME 2,417 SEPARATE UNITS.

IT MAY BE OF WORTH TO COMMENT THAT IN 1971-72, CENTRAL SHOPS WAS FUNDED ON FIGURES BASED ON PRIOR YEAR WORK ORDER CONTRIBUTIONS.

STRENGTHENING THE ECONOMIC SQUEEZE, WAS THE FACT THAT NO DEPARTMENT WAS GRANTED SUPPLEMENTAL BUDGETARY FUNDS FOR AUTOMOTIVE MAINTENANCE SERVICES.

NEVERTHELESS, THE SHOPS' ACCOUNTING BOOKS SHOWED IT TO BE FINANCIALLY SOLVENT AT YEAR'S END.

FIRE APPARATUS SHOP

THE FIRE SHOP IS STAFFED WITH EIGHT AUTOMOTIVE MACHINISTS, TWO PATTERN MAKERS, ONE BLACKSMITH, TWO METALSMITHS, ONE UPHOLSTERER, THREE PAINTERS, ONE BODY AND FENDER MAN, AND ONE AUTOMOTIVE SERVICEMAN.

TWO FOREMEN, MR. LEN COUNIHAN AND MR. RAY MONTI, OVERSEE AND CONTROL THE MAINTENANCE AND REPAIR OF ALL APPARATUS AND EQUIPMENT USED BY OUR FIRE FIGHTING FORCE.

THIS SHOP PROCESSED A TOTAL OF 1,040 MAJOR JOBS THROUGH THE VARIOUS WORK AREAS FOR THE YEAR. 723 UNITS OF FIRE APPARATUS WERE REPAIRED AND RETURNED TO SERVICE.

THE FIELD SERVICE MAN RESPONDED TO 3,079 SERVICE CALLS AND COMPLETED 1,922 REPAIRS IN THE FIRE HOUSES WITHOUT NECESSITATING THE APPARATUS BEING OUT OF SERVICE FOR ANY APPRECIABLE PERIOD OF TIME.

SHOP PERSONNEL RESPONDED TO 133 BATTERY SERVICE CALLS IN THE FIELD AND SERVICED AND LUBRICATED 261 UNITS OF FIRE APPARATUS IN THE SHOP.

THREE AERIAL TRACTORS WERE MODERNIZED AND REPOWERED WITH 6-71 DETROIT DIESEL ENGINES.

ONE SURPLUS VAN TRUCK WAS REBUILT AND CONVERTED INTO A WATER RESCUE UNIT FOR THE SAN FRANCISCO FIRE DEPARTMENT SCUBA TEAM.

THREE NEW (REPLACEMENT) TRIPLE COMBINATION PUMPERS WERE OUTFITTED AND PLACED IN SERVICE.

WITH THE COOPERATION OF THE SAN FRANCISCO FIRE DEPARTMENT, THE RECREATION AND PARK DEPARTMENT AND HOLLY PARK NEIGHBORHOOD ASSOCIATION, THE CENTRAL SHOPS CONVERTED A SURPLUS OUT-OF-SERVICE FIRE APPARATUS INTO A PLAYGROUND DEVICE FOR THE NEIGHBORHOOD CHILDREN.

THE ANTIQUE FIRE TRUCK WAS "CHILD PROOFED", REPAINTED, AND OUTFITTED WITH CLIMBING LADDERS AND A SLIDE AND, FINALLY, PERMANENTLY INSTALLED IN THE

FIRE APPARATUS SHOP CONT'D

PAGE TWO

PARK SO THAT THE YOUNGSTERS MIGHT IN FANTASY "DRIVE THE HUGE FIRE APPARATUS THROUGH THE STREETS OF SAN FRANCISCO".

INCLUDED IN THE TOTAL JOBS COMPLETED FOR THE FIRE DEPARTMENT WERE:

14	MAJOR ENGINE OVERHAULS
148	MINOR ENGINE OVERHAULS AND/OR REPAIRS
135	FIRE PUMP AND GATE REPAIRS
4	MAJOR PUMP OVERHAULS
42	SMALL ENGINE REPAIRS
91	CHASSIS REPAIRS
42	TRANS OVERHAULS
39	RADIATOR REPAIRS
87	TUNE UPS
42	SPECIAL ROAD CALLS
240	ELECTRICAL REPAIRS
18	STEERING GEAR OVERHAULS
32	WHEEL ALIGNMENTS
241	VARIOUS BRAKE JOBS AND BRAKE-RELATED REPAIRS
27	AERIAL REPAIRS
4	PIECES OF APPARATUS CANNIBALIZED

BLACKSMITH SHOP

THIS SHOP, WHICH IS STAFFED BY 1 BLACKSMITH AND 2 METALSMITHS, MANUFACTURED, REPAIRED AND/OR SHARPENED TOOLS, APPARATUS EQUIPMENT, HANGERS AND BRACKETS AND HEAVY METAL FITTINGS.

MANUFACTURED AND/OR REPAIRED EQUIPMENT FOR HIGH PRESSURE PUMPING STATIONS, HIGH PRESSURE SYSTEM AND SEWAGE PLANTS. DURING THE FISCAL 1971-72 THIS SHOP MANUFACTURED 40 PROTECTIVE SCREENS TO BE INSTALLED IN NEW POLICE CARS.

FAINT SHCP

ALONG WITH ROUTINE SPOT PAINTING AND PARTIAL PAINTING OF APPARATUS, THIS SHOP PAINTED 4 COMPLETE PAINT JOBS ON THE HIGH PRESSURE VEHICLE; 500 OXYGEN TANKS WERE PAINTED ON A CONTINUING FUNCTION; 250 MINOR PAINT JOBS

PAINT SHOP CONT'D

INCLUDING GOLD LEAF AND LETTERING. THIS SHOP ALSO COMPLETED THE RE-NUMBERING OF 195 CANVAS COVERS AND APPARATUS EQUIPMENT.

PATTERN SHOP

THIS SHOP IS STAFFED BY TWO (2) PATTERN MAKERS. THEY MANUFACTURED 6 24' STRAIGHT LADDERS AND 3 ROOFING LADDERS. THEY REPAIRED 108 LADDERS OF ALL SIZES, MANUFACTURED AN EXTREMELY INTRICATE PATTERN FOR A PUMP IMPELLER FOR THE WEST END SEWER REDUCTION PLANT. DURING THE 1971-72 FISCAL YEAR, THIS SHOP MANUFACTURED A PATTERN FOR A 2 1/2 FT. DIAMETER PIPE FLANGE FOR THE SOUTH EAST SEWAGE PLANT, MADE ONE 3" COUPLING FOR THE LOW PRESSURE HYDRANTS AND MADE MANY LADDER SAFETY INSPECTIONS AT FIRE HOUSES; ALONG WITH DAILY SMALL JOBS OF MAKING WHEEL CHOCKS, WEDGES AND PATTERN REPAIRS, APPARATUS APPURTENANCES, AND BRACKETS AND EQUIPMENT THAT WOULD BE MADE AND REPAIRED IN A PATTERN AND WOODWORKING SHOP.

BODY AND FENDER REPAIRS (FIRE APPARATUS)

THIS AREA IS STAFFED WITH ONE (1) BODY AND FENDER MAN WHO COMPLETED 40 MAJOR BODY REPAIRS. CONTINUAL CAMPAIGN OF REPAIRING SMALL BODY DAMAGES (I.E. FENDERS, RUNNING BOARDS, REAR STEPS AND THE VARIOUS BRACKETS ON THE APPARATUS).

UPHOLSTERY SHOP

THIS SHOP IS STAFFED BY ONE UPHOLSTERER. FOR THE FIRE SHOP HE MADE SUBSTANTIAL REPAIRS, OR RE-UPHOLSTERED, 43 SEAT CUSHIONS ON VARIOUS FIRE DEPARTMENT APPARATUS. FOR THE TRUCK SHOP HE REPAIRED, OR RE-UPHOLSTERED, 32 SEAT CUSHIONS FOR AMBULANCES, POLICE DEPARTMENT PASSENGER VEHICLES AND DEPARTMENT

UPHOLSTERY SHOP CONT'D

OF PUBLIC WORKS VEHICLES. HE ALSO MANUFACTURED AND INSTALLED APPROXIMATELY 40 SECURING STRAPS IN AMBULANCES.

FOR THE PASSENGER CAR SHOP, THE UPHOLSTERER REPAIRED 12 POLICE CAR SEATS, WHICH HAD INCURRED BROKEN SPRINGS AND/OR FRAME DAMAGE; PERFORMED 80 HOURS REPAIR WORK ON MISCELLANEOUS ITEMS SUCH AS FLOOR CARPETS OR MATS, DAMAGED DOOR PANELS, GUN RACK PADS AND RELATED WORK.

DURING THE FISCAL YEAR 1971-72 THIS SHOP EQUIPPED 3 NEW TRIPLE COMBINATION PUMPER APPARATUS FOR THE FIRE DEPARTMENT, MAKING AND INSTALLING WATER-PROOF COVERS, 16 LEATHER AND WEB STRAPS, FELT AND RUBBER PADS AND AXE TIP GUARDS AS NEEDED FOR EACH TO FIRE DEPARTMENT SPECIFICATIONS. THIS SHOP ALSO MANUFACTURED 100 2-PART LEATHER FIRE DEPARTMENT HOSE AND LADDER STRAP COMBINATIONS; 100 1½" X 7' WEB FIRE DEPARTMENT SMALL LINE STRAPS AND MADE MAJOR REPAIRS TO 44 CANVAS FIRE DEPARTMENT CLEAN-UP STRETCHERS. MADE 25 CANVAS BAGS AS REQUIRED BY THE FIRE DEPARTMENT, REPAIRED AND/OR MANUFACTURED 55 FIRE DEPARTMENT TRUCKMAN'S AND OFFICER'S FLASHLIGHT BELTS ; 47 HYPALON WATERPROOF COVERS FOR FIRE DEPARTMENT EQUIPMENT; AND MANUFACTURED APPROXIMATELY 100 NEO-PRENE GASKETS AND DIAPHRAGMS WHEN DIFFICULT OR IMPOSSIBLE TO OTHERWISE OBTAIN. MANUFACTURED APPROXIMATELY 200 VARIOUS LETHER OR WEB STRAPS NOT PREVIOUSLY LISTED, AND PERFORMED HUNDREDS OF SMALL JOBS OF THE 5 TO 30 MINUTE VARIETY AND, THEREFORE, NOT SUBJECT TO LISTING ON INDIVIDUAL JOB CARD WORK ORDERS.

TRUCK SHOP - HEAVY DUTY SHOP

THE TRUCK SHOP (HEAVY DUTY) IS RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF THE LARGER CITY OWNED VEHICLES SUCH AS 10 WHEEL TRUCKS, VANS, TANK WAGONS, MECHANICAL SWEEPERS, TRACTORS, ROAD AND PAVING MACHINES, FORK LIFTS AND CRANE MOUNTED VEHICLES; SEWER REPAIR AND GENERAL CONSTRUCTION EQUIPMENT INCLUDING COMPRESSORS, BACK HOES, PAVEMENT SAWS, CORE DRILLERS AND VARIOUS TYPES OF VEHICLE MOUNTED PUMPS.

THE WORK INVOLVED HERE RANGES FROM MINOR PREVENTIVE MAINTENANCE THROUGH MAJOR REBUILDING OF ENGINES, BOODIES, CHASSIS MEMBERS, HYDRAULIC SYSTEMS AND THE RELATED SPECIAL EQUIPMENT WHICH IS MOUNTED ON THESE VARIOUS AND SPECIALIZED VEHICLES.

THE HEAVY DUTY SHOP IS STAFFED BY ONE FOREMAN, MR. ANTHONY DEL NEGRO, TEN AUTOMOTIVE MACHINISTS, AND SIX AUTOMOTIVE SERVICEMEN.

DURING THE YEAR THIS SECTION OF THE CENTRAL SHOPS PERFORMED 1,665 JOBS WHICH INCLUDED REPAIRS, REBUILDING AND MODIFICATIONS TO TRUCKS AND HEAVY DUTY SPECIALTY EQUIPMENT.

A MAJOR PROJECT WAS THE ENGINEERING AND REDESIGN OF THE INTERIOR MECHANISM OF STREET SWEEPERS SO THAT THEY MIGHT OPERATE MORE EFFICIENTLY AND FOR LONGER PERIODS BETWEEN NECESSARY OVERHAULS.

A GENERAL RESUME OF JOBS COMPLETED BY THE TRUCK SHOP DURING THE YEAR IS AS FOLLOWS:

27	ENGINES COMPLETELY REBUILT
15	ENGINES OVERHAULED
164	BRAKE SYSTEMS OVERHAULED
37	RADIATOR AND COOLING SYSTEMS OVERHAULED
42	BOODY RECONSTRUCTION JOBS (ACCIDENTS)
125	STARTERS REBUILT
148	ALTERNATORS/GENERATORS REBUILT
62	REGULATORS REBUILT
72	CARBURETORS REBUILT

IN ADDITION THE TRUCK SHOP, THROUGH ITS SUPERVISORY STAFF, IS

TRUCK SHOP - HEAVY DUTY SHOP CCNT'D
PAGE TWO

RESPONSIBLE FOR THE OPERATIONS AT FOUR OTHER SUB-SHOPS AS FOLLOWS:

QUINT STREET GAS STATION

GASOLINE DISPENSED	148,366 GALLONS
OIL DISPENSED	11,200 QUARTS
VEHICLES LUBRICATED	1,648

19th AVENUE GAS STATION

GASOLINE DISPENSED	50,405 GALLONS
OIL DISPENSED	1,780 QUARTS
VEHICLES LUBRICATED	98

QUINT STREET TIRE SHOP

NEW TIRES MOUNTED AND RE-CAPS MOUNTED	2,032
TIRES REPAIRED	519
ROAD CALLS (TIRE SERVICES)	312

DEPT. OF ELECTRICITY (GARAGE)

LUBES AND SERVICES	203
ROAD CALLS (TIRES, STALLS, ETC)	47

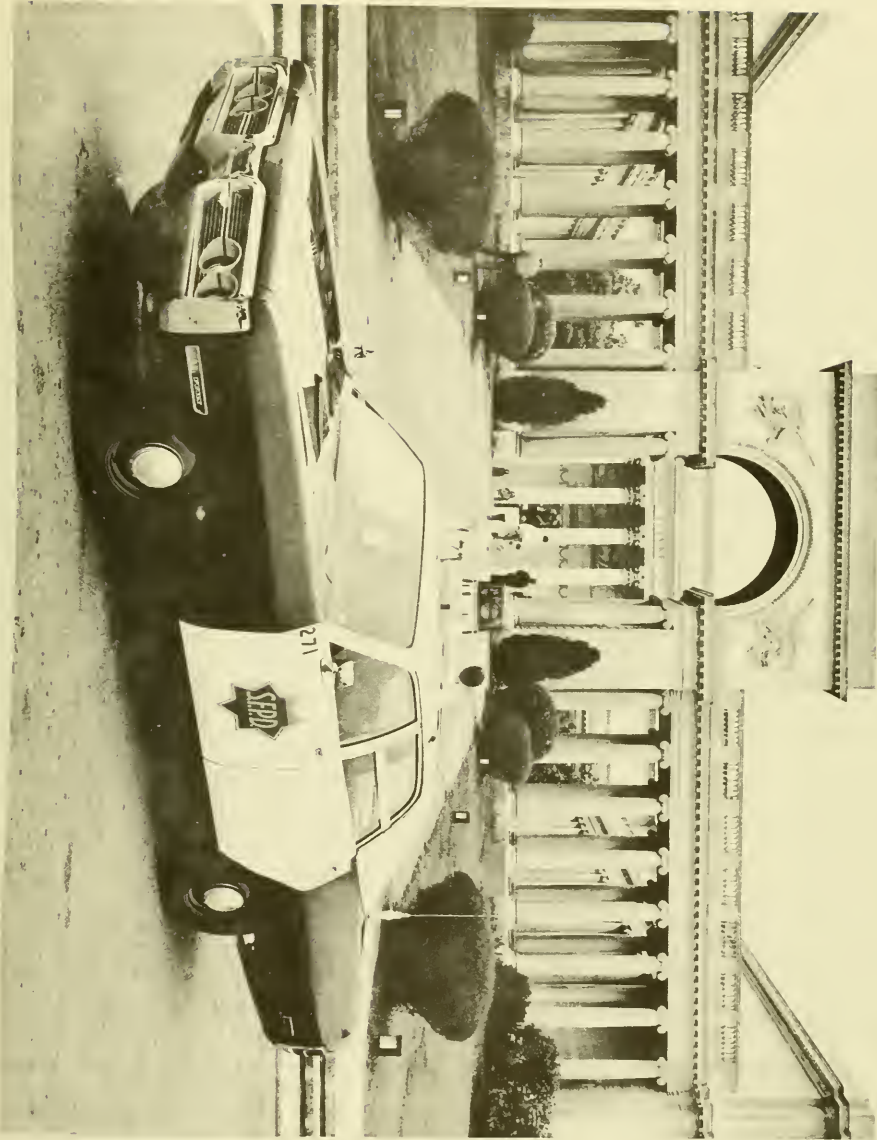
ARMY STREET (DPW YARD) STATION:

THIS SERVICE FACILITY IS LOCATED IN THE D.P. W. MAINTENANCE YARD
AT 2323 ARMY STREET.

ITS FUNCTION IS TO PROVIDE MINOR MAINTENANCE AND REPAIRS, PREVENT-
IVE MAINTENANCE AND FUELS AND LUBRICANTS TO THE FLEET OF THE DEPARTMENT
OF PUBLIC WORKS AUTOMOTIVE EQUIPMENT UNITS. SERVICES ARE AVAILABLE
FROM 7:00 A.M. TO MIDNIGHT, FIVE (5) DAYS PER WEEK.

THE STATION IS STAFFED WITH ONE AUTOMOTIVE MACHINIST, FOUR AUTOMOTIVE
SERVICEMEN AND ONE SUB-FOREMAN, MR. ELMER BRYDEN.

THE FISCAL YEAR SAW 2,856 VARIOUS REPAIR AND SERVICE JOBS COMPLETED.
296,957 GALLONS OF GASOLINE WERE DISPENSED ALONG WITH 2,472 GALLONS OF
KEROSENE AND 3,060 GALLONS OF LUBE OIL.



THE PALACE OF THE LEGION OF HONOR PROVIDES A FITTING BACK-
DROP FOR SAN FRANCISCO'S "NEW LOOK" POLICE CARS. FORTY-SIX
OF THESE UNITS WERE OUTFITTED FOR SERVICE BY THE CENTRAL
SHOPS.

AUTOMOTIVE SHOP

THE AUTOMOTIVE SHOP IS STAFFED WITH SEVEN AUTOMOTIVE MECHANICS, TWO AUTOMOTIVE SERVICEMEN, AND ONE AUTOMOTIVE MECHANIC - FOREMAN, MR. ED FRANKE.

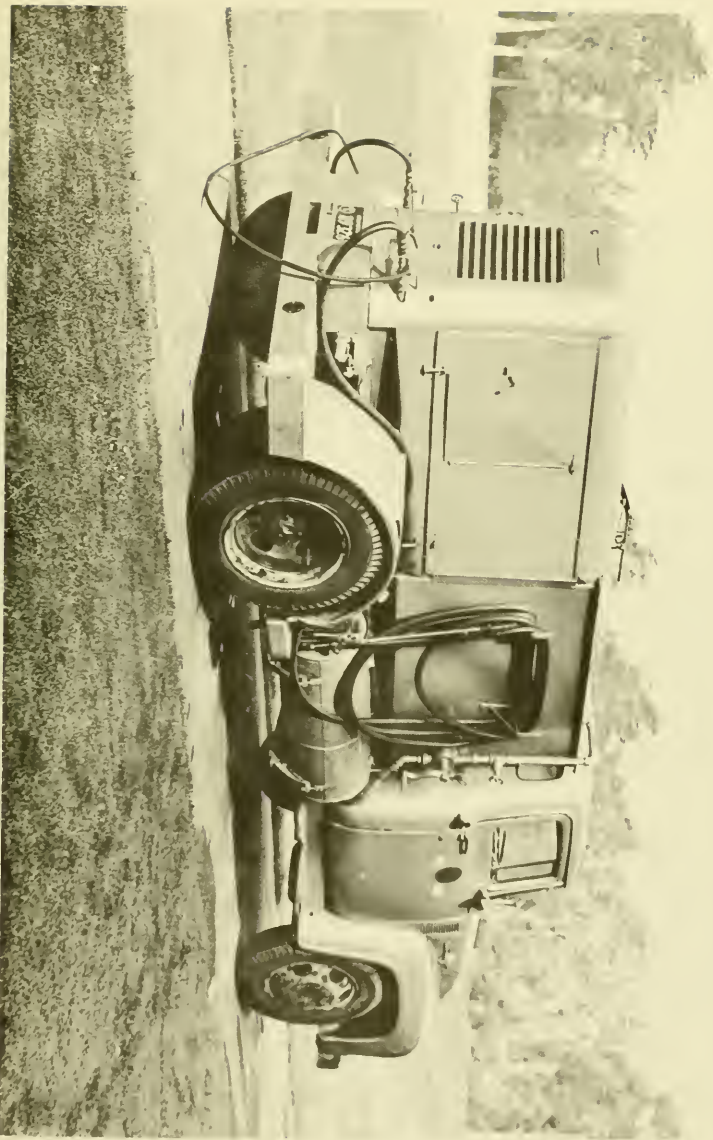
THIS SHOP IS RESPONSIBLE FOR THE REPAIR AND MAINTENANCE OF 1,236 CITY OWNED VEHICLES WHICH INCLUDE BOTH PASSENGER CARS AND LIGHT TRUCKS TO 3/4 TON CAPACITY. OTHER VEHICLES MAINTAINED BY THIS SHOP ARE 20 LEASED CARS, 8 THREE WHEEL TRAFFIC CONTROL MOTORCYCLES, AND 16 HONDA TRAIL 90 SOLC BIKES, ALL ASSIGNED TO THE SAN FRANCISCO FIRE DEPARTMENT.

NEW VEHICLES OUTFITTED FOR SERVICE THIS YEAR INCLUDED 46 POLICE BLACK AND WHITE CARS, 17 POLICE UNDERCOVER CARS, 41 VEHICLES FOR VARIOUS OTHER CITY DEPARTMENTS, ALONG WITH 45 UNITS RECEIVED, INSPECTED AND DELIVERED TO VARIOUS PUBLIC UTILITIES BUREAUS AND THE PORT OF SAN FRANCISCO.

THE AUTOMOTIVE SHOP MAINTAINS ITS LICENSE AS AN OFFICIAL HEADLAMP ADJUSTING STATION AND OFFICIAL MOTOR VEHICLE POLLUTION CONTROL DEVICE INSTALLATION AND INSPECTION STATION FOR INSPECTING AND ISSUING SMOG CERTIFICATES FOR ANY DEPARTMENT NEEDING THEM.

WITH LIMITED VEHICLE REPLACEMENT THE NUMBER OF COMPLETED JOBS HAS RISEN BY 564 THIS YEAR BRINGING THE TOTAL TO 3,720.

A LISTING OF COMPLETED WORK INCLUDES 815 BRAKE JOBS AND SAFETY INSPECTION OF DRUMS AND DISC BRAKE ROTORS, WHEEL CYLINDERS AND HYDRAULIC LINES. 770 TUNE-UPS WERE COMPLETED AND TESTED WITH OUR SUN ELECTRONIC TESTER FOR TOP ENGINE PERFORMANCE. 67 AUTOMATIC TRANSMISSIONS WERE SERVICED AND ADJUSTED. 103 AUTOMATIC TRANSMISSIONS WERE COMPLETELY OVERHAULED WITH FACTORY PARTS AND ADJUSTED TO FACTORY SPECIFICATIONS.



HIGH VOLUME SPRAY TANKS

THIS 1956 INSECTICIDE SPRAY UNIT WAS RECONDITIONED AND RETURNED TO SERVICE IN THE RECREATION AND PARK DEPARTMENT.

MACHINE SHOP

THE COMPLEMENT OF THE MACHINE SHOP COMPRISES 9 MAINTENANCE MACHINISTS, AND ONE MAINTENANCE MACHINIST FOREMAN, JOHN J. RAOS.

THE FUNCTION OF THE MACHINE SHOP IS TO REPAIR, RECONSTRUCT, AND MAINTAIN ALL MACHINERY, TOOLS, AND EQUIPMENT IN ALL CITY DEPARTMENTS INCLUDING THE BOARD OF EDUCATION.

DURING THE YEAR 1971-72 A TOTAL OF 739 JOBS WERE PROCESSED IN THIS SEGMENT OF CENTRAL SHOPS.

THE MACHINE SHOP SERVICES ALL THE TOOLS AND MACHINERY OF THE INDUSTRIAL ARTS SECTION OF THE SECONDARY SCHOOLS AND HIGH SCHOOLS THROUGHOUT THE CITY. THIS SHOP ALSO SERVICES THE HEATING SYSTEM, MACHINERY PUMPS, FANS, AND BLOWERS OF ALL THESE SCHOOLS.

THE FIRE DEPARTMENT HIGH-PRESSURE SYSTEM REQUIRES THE SERVICES OF THE MACHINE SHOP IN ORDER TO REPAIR THE PUMPING MACHINERY IN THE TWO HIGH-PRESSURE WATER PUMPING STATIONS, AS WELL AS THE MANUFACTURING, AND THE REPAIRING, OF PARTS FOR FIRE HYDRANTS THROUGHOUT THE CITY.

THE SEWER TREATMENT PLANTS NORTH POINT, RICHMOND-SUNSET, AND THE SOUTH-EAST PLANT ARE SERVICED BY 4 MAINTENANCE MACHINISTS UNDER THE SUPERVISION OF THE MACHINE SHOP FOREMAN.

THE MEN ASSIGNED TO THESE PLANTS SERVICE AND REBUILD PARTS FOR PUMPING MACHINERY, BLOWERS, FILTERS, DRIERS, AND OTHER RELATED EQUIPMENT.

THE SEWAGE PUMPING PLANTS, OF WHICH THERE ARE 12, CONSIST OF PUMPING MACHINERY, HYDRAULIC VALVES, AND CIRCULATING PUMPS WHICH ARE KEPT IN REPAIR BY THE MACHINE SHOP.

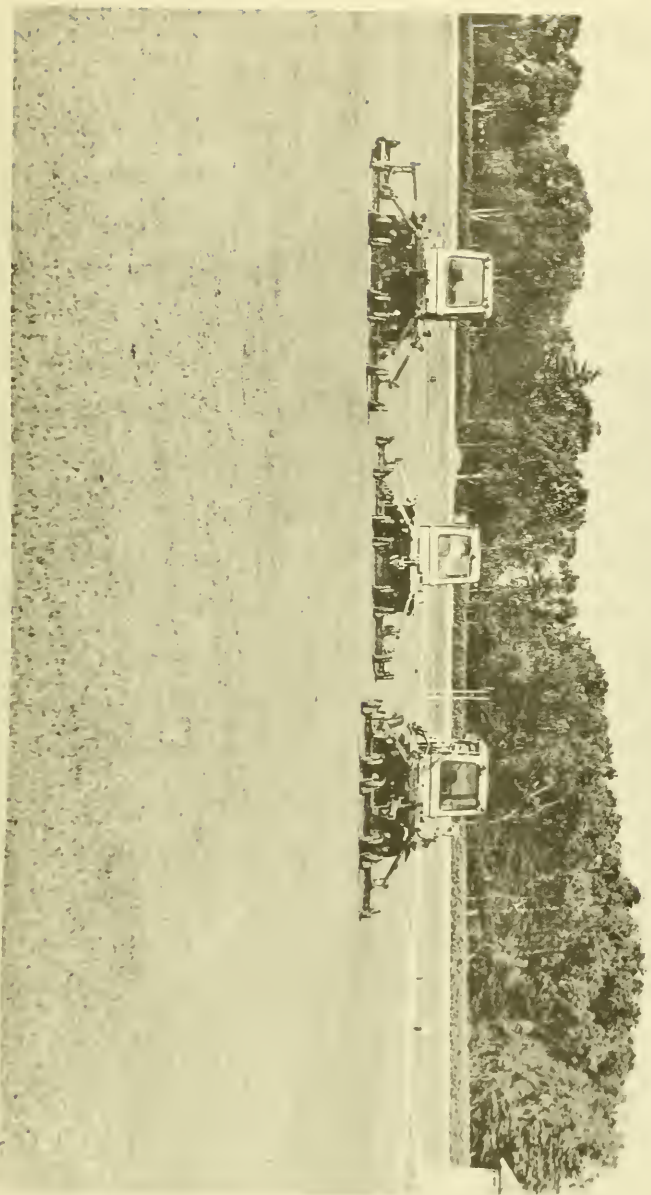
THE RECREATION AND PARK DEPARTMENT REQUIRES THE SERVICES OF THE

MACHINE SHOP CONT'D

MACHINE SHOP IN KEEPING IN REPAIR THE PUMPING AND SEWER TREATMENT EQUIPMENT IN THE GOLDEN GATE PARK TREATMENT PLANT; ALSO THE IRRIGATION PUMPS, THE MERRY-GO-ROUND AT THE CHILDREN'S PLAYGROUND, AND THE SEWAGE PUMPS LOCATED THROUGHOUT THE ZOO COMPOUND.

THE HOSE SHOP, A SUB-SECTION OF THE MACHINE SHOP, IS REQUIRED TO INSPECT, REPAIR AND DISTRIBUTE ALL THE HOSE IN THE FIRE DEPARTMENT.

DURING THE FISCAL YEAR 1971-72 48,000 FEET OF NEW HOSE WAS RECEIVED, LABELED, AND DISTRIBUTED TO THE VARIOUS COMPANIES OF THE FIRE DEPARTMENT. 20,000 FEET OF IN-SERVICE FIRE HOSE WAS REPAIRED AND TESTED BY THIS SUB-SECTION OF THE MACHINE SHOP.



THREE OVERHAULED GANG MOWERS CUT POLO FIELD GRASS IN GOLDEN
GATE PARK.

RECREATION AND PARK SHOP

THE GOLDEN GATE PARK REPAIR SHOP, LOCATED AT 3RD AVENUE AND SOUTH DRIVE, IS STAFFED WITH 3 AUTOMOTIVE MACHINISTS AND ONE AUTOMOTIVE SERVICE-MAN, SUPERVISED BY AUTOMOTIVE MACHINIST FOREMAN JAMES T. ELLIOT. ONE ADDITIONAL AUTOMOTIVE MACHINIST WAS EMPLOYED TEMPORARILLY.

DURING 1971-72, 1,386 REPAIR ORDERS WERE WRITTEN INCLUDING THE FOLLOWING MAJOR REPAIRS:

THE COMPLETE OVERHAUL OF 2 TORO PARKMASTER MOWERS INCLUDING ENGINE AND ALL MOWER UNIT LIFTING MECHANISMS; ALONG WITH A COMPLETE PAINT JOB.

A COMPLETE ENGINE OVERHAUL OF A CASE BUCKET LOADER; AN ENGINE AND RUNNING GEAR OVERHAUL ON A NATIONAL TRIPLEX MOWER; THE RECONSTRUCTION OF THE FRAME AND PIVOT AND BRAKE SYSTEM ON A TRACTOR TILT TRAILER; AND AN ENGINE REBUILT IN AN INTERNATIONAL FLAT BED TRUCK.

THE DIFFERENTIAL OF A FORD 10 WHEEL DUMP TRUCK WAS OVERHAULED; AND 15 SPARTAN (TORO) CUTTING UNITS WERE COMPLETELY OVERHAULED AND REBUILT.

CLOSE TO THE END OF THE FISCAL YEAR THERE WAS A BACK-LOG OF WORK ON OLDER, WORN OUT, EQUIPMENT WITHOUT FUNDS AVAILABLE TO INITIATE REPAIRS.

THE RECREATION AND PARK DEPARTMENT PROVIDED SUFFICIENT EXTRA FUNDS TO OVERHAUL AND REPAIR A 1956 INSECTICIDE SPRAY TRUCK ALONG WITH REQUIRED ENGINE REBUILDS ON FOUR HIGH MILEAGE PICKUP TRUCKS AND TWO LARGE TORO MOWER TRACTORS.

THOUGH THIS EXTRA PRODUCTION PROVED TO BE OF ASSISTANCE TO THE OPERATING DEPARTMENT, WE STILL MUST CONTEND WITH AN EXCESS OF REC AND PARK EQUIPMENT OUT OF SERVICE IN THE PROCESS OF REPAIRS. THIS COMES ABOUT BECAUSE OF THE CONSTANT AND SEVERE WORK LOAD ON THE EQUIPMENT, NO REPLACEMENT PROGRAM, AND SEVERELY LIMITED REPAIR FUNDS. THIS PROBLEM HAS BEEN A

RECREATION & PARK CONT'D.

PAGE TWO

MATTER OF DISCUSSION WITH ALL CONCERNED FOR SEVERAL YEARS. IT IS HOPED THAT THE NEAR FUTURE MIGHT SEE IT RESOLVED.

THIS SHOP DISPENSED 151,000 GALLONS OF GASOLINE AND 6,971 QUARTS OF OIL TO THE PARK FLEET AND OTHER DEPARTMENTS, OF THE CITY AND COUNTY OF SAN FRANCISCO, DURING THE FISCAL YEAR 1971-72.

HALL OF JUSTICE SERVICE STATION

THIS BRANCH OF THE CENTRAL SHOPS IS LOCATED ON BRYANT STREET, WEST OF THE HALL OF JUSTICE. IT PROVIDES FUEL AND SERVICE TO POLICE DEPARTMENT VEHICLES AND SUPPLIES GASOLINE AND OIL TO OTHER CITY VEHICLES. THE STATION IS OPERATED 7 DAYS A WEEK FROM 7A.M. TO MIDNIGHT AND IS STAFFED WITH 8 AUTOMOTIVE SERVICEMEN, 1 AUTOMOTIVE SERVICEMAN SUB-FOREMAN, MR. ROBERT DESMOND, 2 AUTOMOTIVE MECHANICS AND ONE AUTOMOTIVE MECHANIC SUB-FOREMAN, MR. HARRY MAKER.

THE CONVENIENT DOWN-TOWN LOCATION AND THE ACCELERATED USEAGE OF POLICE VEHICLES MAKE THIS A HIGH VOLUME DISTRIBUTION POINT OF FUEL AND LUBRICANTS FOR CITY VEHICLES.

THE PAST YEAR SHOWS THE FOLLOWING SERVICES PERFORMED:

GASOLINE DISPENSED	614,369 GALLONS
OIL DISPENSED	16,054 QUARTS
TOW JOBS	1,580
TIRES CHANGED (NEW & RECAP)	1,160
BATTERIES SERVICED (NEW & CHARGED)	419
LUBE AND SERVICE JOBS	1,854
MECHANICAL REPAIRS	7,753
BRAKE RELINE JOBS	37

MOTORCYCLE SERVICE

LUBED	476
TIRES CHANGED	226
BATTERIES	350
REPAIRS	800

HALL OF JUSTICE SERVICE STATION (CONT'D)
PAGE TWO

A HEAVY DEMAND FOR SERVICE AT THIS STATION, DUE TO THE EXCESSIVE MILEAGE OF MANY POLICE CARS, MADE IT NECESSARY TO ADD ONE MECHANIC TO THE STATION STAFF. FUNDS WERE PROVIDED FOR THE FINAL THREE MONTH PERIOD OF THE FISCAL YEAR. THIS ADDITIONAL EMPLOYMENT GREATLY INCREASED PRODUCTIVITY AND REDUCED POLICE CAR DOWN-TIME. FUNDS WERE REQUESTED TO CONTINUE THIS ESSENTIAL SERVICE INTO THE 1972-73 FISCAL YEAR BUT WERE DENIED.

AUTOMOTIVE SHOP CONT'D
PAGE TWO

48 ENGINES REBUILT AND INSTALLED WITH NEW RADIATORS AND HOSES. 36
VEHICLES RECEIVED VALVE GRINDS. 66 RADIATORS WERE REPAIRED. 302 ROAD
SERVICE CALLS WERE MADE WITH ON-THE-SPOT REPAIRS OR TOWED TO THE SHOP.
1,182 OTHER JOBS OF MISCELLANEOUS NATURE, SUCH AS REBUILDING OF GENERATORS,
ALTERNATORS, STARTERS AND CARBURETORS, WERE PERFORMED FOR VARIOUS DEPART-
MENTS.

ACCIDENT REPAIRS NUMBERED 312. 10 OF THESE WERE TOTALED. BY
CANNIBALIZING PARTS FROM THE PREVIOUS YEARS' TURN-INS - AND THOSE THAT
WERE TOTALED, MANY VEHICLES INVOLVED IN ACCIDENTS, SOME THAT MIGHT BE
CONSIDERED TOTALS, WERE REPAIRED AND RETURNED TO SERVICE AT MINIMUM COST.

CONCLUSION

THE FISCAL YEAR 1971-72 AGAIN SAW INCREASED ACTIVITY BY THE CENTRAL SHOPS WITH A TOTAL OF 8,750 JOB ORDERS WRITTEN AND COMPLETED. ADDITIONALLY 14,655 MINOR REPAIRS, FIELD AND SHOP SERVICES, PREVENTIVE MAINTENANCE INSPECTIONS, TIRE REPAIR AND CHANGES, AND BATTERY SERVICES WERE COMPLETED.

THE VEHICLE REPLACEMENT PROGRAM CONTINUES AT A MINIMUM. THIS POLICY COUPLED WITH THE FREEZE ON REPLACEMENT EQUIPMENT, INITIATED DURING THE FISCAL YEAR, PLACED AN UNEXPECTED BURDEN ON THE SHOPS. MOTOR VEHICLES THAT SHOULD HAVE BEEN REPLACED CONTINUED IN PRECARIOUS SERVICE AFTER REQUIRED REPAIRS.

THE FORTHCOMING FISCAL YEAR, WITH THE EXCEPTION OF POLICE AUTOS AND FIRE DEPARTMENT APPARATUS, OFFERS LITTLE IMPROVEMENT. WE AGAIN MUST LOOK FOREWARD TO SPIRALING OPERATING COSTS AND INCREASED DOWN-TIME AS EXTENSIVE MAINTENANCE AND REPAIRS ARE REQUIRED TO KEEP THE FLEET IN ACCEPTABLE CONDITION.

PRIVATE INDUSTRY HAS RECOGNIZED THAT AUTOMOTIVE EQUIPMENT HAS A PREDICTED ECONOMIC LIFE SPAN. GOVERNMENTAL AGENCIES GENERALLY AGREE WITH THIS CONCEPT AND HAVE INITIATED PROGRAMS OF TIMELY REPLACEMENT.

MANY CITIES ARE COORDINATING THE RESPONSIBILITY FOR THEIR ESSENTIAL IN-SERVICE TRANSPORTATION OPERATION WITHIN A SINGLE BUREAU OR DEPARTMENT. THAT DIVISION ACQUIRES THE VEHICLES AND THEN "LEASES" THEM TO THE OPERATING DEPARTMENTS FOR A FLAT PERIODIC FEE THAT WOULD INCLUDE OPERATING EXPENSES AND A DEPRECIATION FACTOR. AT THE END OF A PREDETERMINED USEFUL LIFE A RESERVE FUND HAS BEEN ACCUMULATED FOR REPLACEMENT. WE SHOULD CONTINUE TO INVESTIGATE AND CONSIDER THE ADVANTAGES OF SUCH A POLICY.

NUMBERED OF CITY-OWNED VEHICLES BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JULY 1, 1972

<u>DEPT NO</u>	<u>DEPARTMENT</u>	<u>NO. OF VEHICLES</u>	<u>DEPT NO.</u>	<u>DEPARTMENT</u>	<u>NO. OF VEHICLES</u>
111	ADULT PROBATION	7		<u>DEPT. OF PUBLIC HEALTH</u>	
115	ASSESSOR	2	513	ADMINISTRATION	9
117	CITY ATTORNEY	2	525.1	COMM. DISEASE	2
119	CITY PLANNING	2	527	MILK & DAIRY INSPECT.	14
123	CONTROLLER	1	531	FOOD & SANITARY INSPECT	15
131	S.F. DISASTER CORPS	5	535	HEALTH CENTERS	5
141	DISTRICT ATTORNEY	5	539	PUBLIC HEALTH NURSING	1
145	FIRE DEPARTMENT	277	551	EMERGENCY HOSPITALS	17
151	MAYOR	6	553	HASSLER HOSPITAL	9
161	POLICE DEPARTMENT	323	555	LAGUNA HONDA HOSP.	14
161N	POLICE LEASE	19	557	S.F. GEN'L. HOSP.	10
165	PUBLIC DEFENDER	3	561	MENTAL ADMIN.	2
169	SOCIAL SERVICES	41	567	MENTAL INST. SERVICE	3
170	SINGLE MEN'S REHAB	2			
173	SHERIFF	39			
181	SUPERVISORS	2			
185	PROBATION OFFICER	19	611	LEGION OF HONOR	1
187	LOG CABIN RANCH	6	621	DEYOUNG MUSEUM	1
188	HIDDEN VALLEY SCHODL	2	631	LIBRARY	7
213	CALIF. ACADEMY SCIENCE	9	651	REC & PARK-GENERAL	160
221	CHIEF ADMIN. OFFICER	2	651S	REC & PARK-SERVICES	322
223	CORONER	5	661B	JOHN O'CONNELL	3
233	DEPT. OF ELECTRICITY	39	661E	SHOP TRUCKS	9
243	PUBLIC ADMINISTRATOR	3	661F	GARDNERS AUTOS, ETC	23
245	REAL ESTATE DEPT.	1	661G	DELIVERY TRUCKS	13
255	REGISTRAR OF VOTERS	1	661H	ADMINISTRATION	4
261	TAX COLLECTOR	6	661J	FURNITURE DEPT.	6
265	WEIGHTS-MEASURES	10	669	CITY COLLEGE	15
311	PURCH-GEN. OFFICE	4			
312	PURCH-CENTRAL SHOPS	40	775	S.F. PORT COMMISSION	65

DEPT. OF PUBLIC WORKS

413	ARCHITECTURE	9
415	BLDG. INSPECTION	44
415.1	FEDERAL AID	5
417	BLDG. REPAIR	110
417.2	TRAFFIC PAINTING	27
421	ENGINEERING	28
423	GENERAL OFFICE	2
424	PERSONNEL ADMIN.	3
425	SEWAGE PUMPING STA	2
427	SEWAGE TREAT. PLANTS	25
429	SEWER REPAIR DIV.	120
431	STREET CLN. AUTOS	107

DEPT. OF PUBLIC WORKS (ROAD FUND)

681	STREET REPAIR	100
683	TRAFFIC ENGINEERING	28
686	STREET TREE PLANTING	42
		2265
	POLICE MOTORCYCLES	199
	POLICE HONDAS	18
	GRAND TOTAL	2486

CENTRAL SHOPS ORGANIZATIONAL CHART
800 QUINT STREET

- 1 - 7150 GENERAL SUPERINTENDENT OF SHOPS
- 1 - 7277 ASSISTANT SUPERINTENDENT OF SHOPS
- 1 - 1844 SENIOR MANAGEMENT ASSISTANT
- 1 - 1632 SENIOR ACCOUNT CLERK
- 1 - 1630 ACCOUNT CLERK
- 1 - 1424 CLERK-TYPIST

TRUCK SHOP

- 1 - 7254 FOREMAN
- 11 - 7313 AUTO MACHINIST
- 1 - 7410 AUTO SERVICEMAN - TRUCK
- *1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERVICEMAN - STATION

TIRE SHOP

- 2 - 7410 AUTO SERVICEMAN

BODY SHOP

- 3 - 7306 BODY & FENDER MAN

BLACKSMITH SHOP

- 3 - 7389 METALSMITH
- 1 - 7305 BLACKSMITH

MACHINE SHOP

- 1 - 7237 MAINT. MACHINIST FOREMAN
- 3 - 7343 MAINT. MACHINIST
- 4 - 7343 MAINT. MACHINIST (SEWAGE PLANT)
- 2 - 7343 MAINT. MACHINIST (SCHOOLS)

WATCHMAN

- 3 - 7410 AUTO SERVICEMAN

19th AVENUE STATION

- 1 - 7410 AUTO SERVICEMAN

DEPT. OF ELECTRICITY YARD

- *1 - 7410 AUTO SERVICEMAN

DPW YARD (SERVICE STATION)

- *1 - 7410 AUTO SERVICEMAN (DAY)
- 2 - 7410 AUTO SERVICEMAN (NIGHT GAS)
- 1 - 7410 AUTO SERVICEMAN (NIGHT PM)
- 1 - 7315 AUTO MACHINIST - SUB-FOREMAN
- 1 - 7315 AUTO MACHINIST

PASSENGER SHOP

- 1 - 7249 FOREMAN
- 7 - 7381 AUTO MECHANIC
- 1 - 7381 AUTO MECHANIC (XF)
- 1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERVICEMAN (HEALTH GARAGE)

FIRE SHOP

- 1 - 7254 FOREMAN
- 1 - 7315 SUB-FOREMAN
- 7 - 7313 AUTO MACHINIST
- 1 - 7313 AUTO MACHINIST (FIELD SERVICE)
- 2 - 7410 AUTO SERVICEMAN
- 2 - 7358 PATTERN MAKER
- 1 - 7387 UPHOLSTERER
- 3 - 7309 PAINTER
- (1) - 7309 PAINTER (XF)
- 1 - 01 CHAUFFEUR (FIRE HOUSE DELIVERIES)

HALL OF JUSTICE

- *1 - 7382 SUB-FOREMAN
- 2 - 7381 AUTO MECHANIC
- *1 - 7412 SUB-FOREMAN
- *8 - 7410 AUTO SERVICEMAN

PARK SHOP

- 1 - 7254 FOREMAN
- 3 - 7313 AUTO MACHINIST
- 1 - 7313 AUTO MACHINIST (XF)
- *1 - 7410 AUTO SERVICEMAN

- *1 - 1936 GENERAL STOREKEEPER
- *1 - 1934 STOREKEEPER

*21 BUDGETED
79 WO (WORK ORDER)
3 (XF) EXTRA FUND

CENTRAL SHOPS OPERATING EXPENDITURES

DIRECT CHARGES FOR 1971-72

COMPARED WITH PRIOR YEAR

	<u>1971-72</u>	<u>1970-71</u>
<u>PERSONAL SERVICES</u>		
ADMINISTRATIVE SALARIES	\$19,224.00	\$18,146.00
CRAFTS EMPLOYEES WAGES	1,014,970.00	920,119.00
EMPLOYEES RETIREMENT CONTRIBUTIONS	100,493.00	28,037.00
SOCIAL SECURITY CONTRIBUTIONS	37,000.00	11,845.00
SPECIAL WORK ORDERS	197,808.00	167,858.00
 TOTAL	 <u>\$1,369,495.00</u>	 <u>\$1,146,005.00</u>
 <u>CONTRACTUAL SERVICES</u>	 183,980.00	 187,162.00
 <u>MATERIALS AND SUPPLIES</u>	 342,540.00	 287,833.00
TOTAL DIRECT CHARGES	<u>\$1,896,015.00</u>	<u>\$1,621,020.00</u>

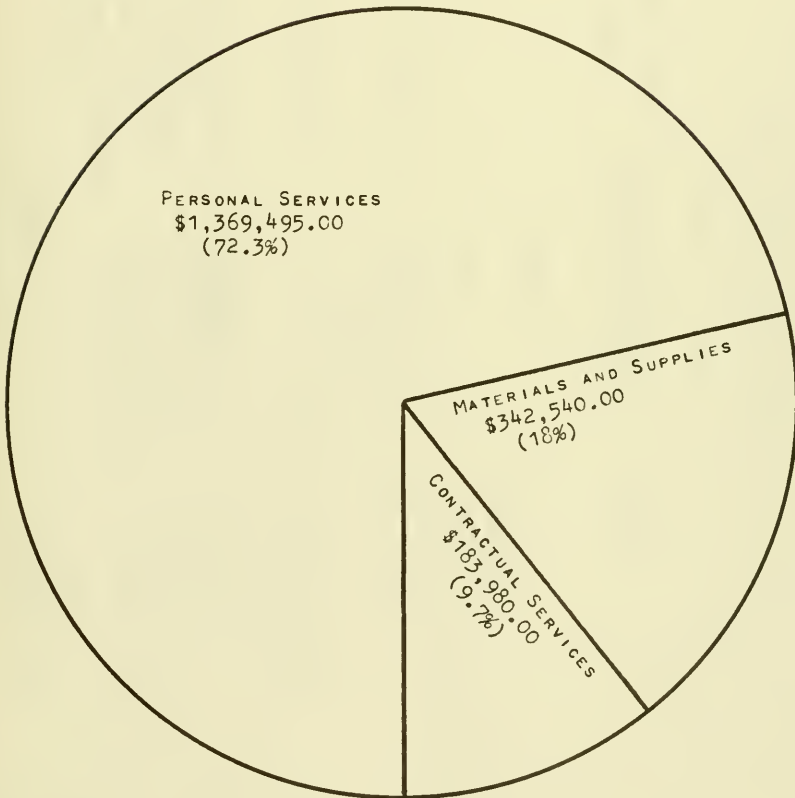
FISCAL NOTES

1. THE INCREASE IN COSTS OF MATERIALS AND SUPPLIES IS ATTRIBUTABLE TO THE FOLLOWING FACTORS: (1) RISES IN MARKET PRICES OF AUTOMOTIVE PARTS, ACCESSORIES AND MATERIALS; (2) PROCUREMENT OF \$22,500.00 OF LOW PRESSURE PIPE FITTING FOR THE FIRE DEPARTMENT; (3) INCREASE IN ACCIDENT REPAIRS AND AUTO RE-PAINT WORK PERFORMED AT THE SHOPS WHICH WERE FORMERLY DONE BY OUTSIDE CONTRACTORS; (4) SPECIAL FIRE APPARATUS DIESEL ENGINE REPLACEMENTS REQUIRING \$22,360.00 OF NEW ENGINES AND ACCESSORY PARTS.
2. MANDATORY FIXED CHARGES: RETIREMENT AND SOCIAL SECURITY CONTRIBUTIONS WERE COMPLETELY FUNDED BY CLIENT DEPARTMENTS. IN THE PRIOR YEAR, THESE CHARGES WERE SUBSIDIZED BY OTHER GENERAL CITY RESOURCES AMOUNTING TO \$125,000.00

PERCENTAGE OF COST DISTRIBUTION

CENTRAL SHOPS EXPENDITURES

FISCAL YEAR 1971-72



TOTAL EXPENDITURES: \$1,896,015.00

ORGANIZATION CHART

PURCHASING DEPARTMENT

Chief Administrative Officer

Purchaser of Supplies

Specifications
&
Control

Assistant Director of
Purchasing & Services

Secretary

Bureaus

Reproduction

Shops

Buying

Personnel
& Accounts

Stores & Equipment

Blueprint & Reproduction
Manager

City Shops
General Superintendent

Asst. Dir. of
Purchasing and
Services

Chief Clerk

Stores & Equipment
Supervisor

1 Photographer
1 Sr. Account Clerk
9 Misc. Technicians
1 Typist

Asst. Superintendent
City Shops

2 Senior Purchasers

Budgets & Accts.

Stores & Equipment
Asst. Supervisor

8 Foremen & Sub-Fore.
1 Clerk Typist
1 Sr. Account Clerk
1 Sr. Mgmt. Ass't.
1 Account Clerk
28 Automot. Servicemen
34 Machinists
22 Various Crafts

Purchasers:
7 Commodity Pur.
2 Printing Pur.
1 Asst. Purchaser
Term and Service
Contracts

1 Accountant
Personnel

1 Payroll & Per.
Clerk

4 Clerical

Coding

1 Supervisor
2 Clerical

1 Principal Clerk
7 Clerical
Purchase Orders

Bids

Stores

11 Sr. Storekeepers
21 Storekeepers
8 Asst. Storekeepers
1 Laborer

13 Clerical

A P P E N D I X

TABLE NO. I
PURCHASE ORDERS PROCESSED

	<u>1970 - 1971</u>		<u>1971 - 1972</u>	
	<u>Purchase Orders</u>	<u>Amount</u>	<u>Purchase Orders</u>	<u>Amount</u>
General	15,851	\$ 9,995,476	15,448	\$ 10,956,693
Education	8,811	5,764,175	10,157	5,085,424
Health	6,574	4,326,099	6,441	4,437,323
Utilities	6,533	4,586,649	6,102	4,948,538
TOTALS	37,769	\$ 24,672,399	38,148	\$ 25,427,978
Purchases by Encumbrance Requests		\$ 33,354,320		\$ 37,860,397
Purchases through Contract Certification				\$ 3,116,223
GRAND TOTAL				\$ 66,404,598

TABLE 2

EXPENDITURES

Comparision of expenditures with original budget for all appropriations except Personnel Service for 1971-72:-

<u>Account</u>	<u>Budgeted & Supplemented</u>	<u>Encumbered & Expended</u>	<u>Surplus</u>	<u>Deficit</u>
Contract Services 1.311.200.000	49428	47735	1693	
Materials & Supplies 1.311.300.000	10200	9963	237	
Equipment 1.311.400.000	- 0 -	- 0 -		
Premium Official Bonds 1.311.812.000	6191	8304		2113
Premium Auto Insurance 1.311.813.000	84000	82555	1445	
Miscellaneous Insurance 1.311.815.000	43438	41348	2090	
Membership 1.311.854.000	856	826	30	
Total	194113	190731	5495	2113

~~PURCHASING DEPARTMENT~~
CITY AND COUNTY OF SAN FRANCISCO

~~A N N U A L R E P O R T~~

~~Fiscal Year 1972-73~~

DOCUMENTS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

September 1973

ANNUAL REPORT
PURCHASING DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

The Department purchases materials and supplies, equipment and contractual services for all departments of the City and County, including city-owned utilities, the San Francisco Port Commission, the San Francisco Unified School District and the San Francisco Community College; repairs and maintains automotive and other equipment for the various departments, except Public Utilities, and for the School District as requested; operates a central reproduction bureau for departments requiring its services; transfers to other departments for use or sells equipment and supplies no longer useful to any department of the city; maintains a perpetual inventory of equipment in the various departments; and operates central stores of the Purchasing and various other departments.

In addition, advisory service is given to other departments by the Shops on equipment and mechanical problems and by the Bureau of Buying on new products, specifications and prices.

The Purchasing Department, during the fiscal year 1972-73 expended \$27,634,550 through Purchase Orders, \$49,261,958 through Encumbrance Requests and approximately \$1,061,552 through Contract Certifications for a total of \$77,958,060, an increase of \$11,315,565 over the previous year. Sales of Charters, Codes, and other documents amounted to \$16,946.00.

The output of printing, mimeographing, microfilming, etc. by the Reproduction Bureau increased by 19% at only a 10% increase in Interdepartmental charges. This was due in part to new equipment, but also reflected increased efficiency due to new procedures and methods.

The Bureau of Central Shops furnished maintenance, repair and service for 2,512 motorized units of the City owned fleet, an increase of 26 units over the previous fiscal year. The total fleet is valued at approximately 7.5 million dollars.

The number of gallons of gasoline dispensed dropped from 1,261,047 to 1,203,523 reflecting the problem of gasoline shortages experienced during the latter part of the fiscal year and the co-operation of the various departments in cutting back on the use of fuel, wherever possible.

The Bureau of Central Shops is encountering a problem in maintaining repair and service because of the increase in the average age of the vehicles in the City fleet. As the vehicles become older, they need more and more repair each year.

The Bureau of Stores and Equipment staffs the City's major storerooms, maintains inventory control of City owned equipment and is responsible for the sale of surplus City equipment and supplies. Sales of these items amounted to \$54,167.00 during the past fiscal year.

PERSONNEL

Employments totaled 199 permanent in four bureaus. The Organization Chart is shown in the Appendix.

SUPERVISORY - June 30, 1973

Administrative

J. C. Gavin - Purchaser of Supplies
C. D. Morello - Secretary

Bureaus

Buying

R. Tecco - Assistant Director of Purchasing & Services, Bureau Head
R. C. Erickson - Senior Purchaser (Buying Staff)
G. A. Clarke - Senior Purchaser (S. F. General Hospital)
G. F. Burket - Senior Purchaser (Specifications & Standardization)
C. J. Morrissey - Coding Supervisor (Acting)

Equipment and Supplies

J. H. Beck - Stores and Equipment Supervisor - Bureau Head
J. A. Frantz - Stores and Equipment Assistant Supervisor

Personnel and Accounts

Helen Klein - Chief Clerk - Bureau Head
Florence White - Principal Clerk
Peter Pan - Accountant

Reproduction

Edward Fundis - Reproduction Manager - Bureau Head

Shops

A. M. Flaherty - General Superintendent of City Shops - Bureau Head
E. R. Rames - Assistant Superintendent of City Shops

SEPARATIONS: Retirements

Retired

<u>Name</u>	<u>Position</u>	<u>Approx. Years</u> <u>City Service</u>	<u>Date</u>
Clarke, Wilbert J.	Storekeeper	27	7-1-72
Madison, Cedric M.	Purchaser	11	8-1-72
Counihan, Leonard	Auto Machinist Foreman	30+	9-15-72
Sallade, Garth R.	Automotive Serviceman	27	2-1-73
Kaufman, Helen L.	Senior Clerk	11	3-1-73
Righetti, David V.	General Laborer	21	3-1-73
Arbeit, Adolph	Senior Purchaser	28	3-17-73

WORK ACCOMPLISHED

The work accomplished in the fiscal year is described in more detail under the separate bureaus.

Recapitulation is as follows:

<u>Bureau</u>	<u>Unit</u>	<u>1971-72</u>	<u>1972-73</u>
Buying	Purchase Orders	\$ 38,148	\$ 35,302
	Amount	24,672,399	25,427,978
	Encumbrance Requests	.	.
	Amount	37,860,397	49,261,958
	Contract Certifications		
	Amount	3,116,223	1,061,552
Stores & Equipment	Surplus Sales - Amount	36,048	54,167
	Major Stores Operated	11	11

WORK ACCOMPLISHED (Continued)

<u>Bureau</u>	<u>Unit</u>	<u>1971-1972</u>	<u>1972-1973</u>
Shops	Job Orders	8,750	10,496
	Expenditures	\$1,621,020	\$1,621,020
	Gasoline dispensed	1,261,047	* 1,023,523 gal.
Reproduction	Services rendered		
	Amount	\$ 207,000	\$ 246,330

* Decrease due to gas shortage last 6 months of FY 72-73.

BUREAU OF BUYING

The Bureau of Buying, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City departments, the San Francisco Unified School District and the San Francisco Community College District. As requisitions are received from the various City agencies they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) is as follows:

I. BUYING - BIDS AND AWARDS

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

BUYING PERSONNEL

The buying staff consists of the following personnel:

- 1 - Assistant Director of Purchasing and Services
- 3 - Senior Purchasers
- 7 - Purchasers
- 2 - Purchasers (Printing)
- 1 - Assistant Purchaser

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment (OE 400 funds) is also spread throughout the buying staff to prevent an overload on any particular buyer.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.

3. Although every effort is made to process requisitions as quickly as possible, delays do occur primarily for the following reasons:

- a. Constant turnover in Purchasing Department and requisitioning department personnel.
- b. Necessity for continuous training of personnel because of 3a above.
- c. Insufficient information furnished with requisition.

- d. Lack of promptness by departments in submitting requirements for annual contracts for timely bidding. This also applies for equipment that can be group purchased.

4. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The new form devised for this purpose makes it easier for departments to furnish desired information for bid purposes.

5. As time is available personnel are assigned to:

- a. Review specifications, forms, and procedures.
- b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desirable. Term contracts added are as follows:
- | | |
|--|-------|
| a. Boots, Uniform, Motorcycle - Police | 81550 |
| b. Cloth, Uniform, Elastique, Polyester & Wool-Railway | 81050 |
| c. Floor Finish, Liquid, Water, Emulsion Type | 83450 |
| d. Moving and Storage, Misc. Material - Sheriff | 68650 |
| e. Re-Upholster Furniture - Airport | 79800 |
| f. Reworking Bumpers, Rear, Coach - Railway | 72525 |
| g. Drain Oil Removal Service | 70400 |
| h. Spark Plugs | 72000 |
| i. Shade, Window, Repair & Removal - College | 83700 |
| j. Photographic Supplies | 93050 |

6. Whenever practical, term contracts are entered into for various service and commodities in general use by several departments

or recurringly used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested, and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

7. Major purchases included the following:

- a. Television Lighting in City College
- b. Electric mechanized files - Social Services
- c. Street sweepers - Airport
- d. Tandem rollers - Rec/Park
- e. Radio Communication System - Electricity
- f. CCTV Equipment - Police and City College
- g. Paving Machine - Public Works
- h. Safety shoes - Fire Dept.
- i. Eucalyptus Piles - Port
- j. 1000 HP Electric Motor - Water
- k. Burn treatment unit - Health
- l. Ambulances - Health

8. The commodity buyer for janitorial supplies is a permanent member of a committee for the evaluation of such products. The membership of the committee is comprised of the supervisors of custodial services from all City departments. The committee has been meeting monthly since October 1970 and much progress has been made in standardizing janitorial products. A primary example is in floor finish where a term contract has been established and the number of brands used throughout the City at any one time has been reduced from fifteen to one. A system of extensive testing of all janitorial products has been instituted by the committee and interested parties are encouraged to submit their products for testing.

BUREAU OF PERSONNEL AND ACCOUNTS

Helen Klein - Chief Clerk
Florence White - Principal Clerk

Traveling

Requisitions: Monthly Repetitive Purchase Orders are processed in quantity on a repeat basis. These are large numbers of requisitions as used by Public Health, Public Utilities, Public Works, Purchasing, Recreation and Park, Schools, Sheriff, Library, Controller, and S. F. Community College.

Purchase

Orders: Purchase orders are prepared by a xerox process directly from the Requisition, thus assuring accuracy and speed of processing.

Tabulation

of Bids: A microfilmed record of all bids received by Purchasing.

Requisition

Register: Cumulative runs of this register are made daily, weekly and monthly and are indispensable in locating requisitions processed for purchase order.

Vendor Index:

An alphabetical listing of purchase orders by Vendor kept on a continual basis.

Codes on

Purchase Orders: Use of Vendor Location Code, Buyer Code, and Commodity Code continual.

Bid Index:

An informational source document showing all bid items on a commodity basis.

The number of purchase orders to be prepared is not constant, chiefly due to the fact that requisitions do not flow into the department in a uniform manner. Consequently, there are times when a high production may be desired when personnel is depleted by vacations (which cannot be spread over the normal vacation period due to conditions beyond our control) sickness, or otherwise. Our very limited temporary funds must be used in even more critical areas and at more critical times.

Sales of Charters, Codes and other documents amounted to \$16,946.00.

	1971-72	1972-73
Discounts earned amounted to:	\$69,486.54	\$84,577.56

Bureau of Personnel and Accounts (continued)

The Accounting Section is responsible for the department budget; encumbrance requests for contractual services for general office and reproduction; quarterly sales tax returns; monthly fuel use tax returns; monthly gas and oil distribution reports; processing of inter-departmental work orders; security of counter sales funds; departmental revolving fund purchases; departmental pay check distribution; and regular accounting duties.

CODING DIVISION

The Coding Division, under the Bureau of Buying, continues the development of the material and supplies identification coding system. The system now used by all requisitioning departments.

Considerable savings to the city in money, material, delivery time, and much follow up correspondence, has been realized from the inspection, by the coding section, of all incoming requisitions for material, supplies and equipment. By checking the Purchaser's item identification code number against the item and description, discrepancies are discovered in part numbers, sizes, prices, quantities, etc. These errors are corrected by coding and the involved department notified.

In our system we have a group and class covering the casting of various parts used on certain city equipment. We are investigating the possibility of reactivating this type of procurement on certain items, which could possibly result in a considerable savings to the city as well as providing an additional source of supply. Involved departments as well as vendors have been notified and are assisting in the project.

Due to the constant change of personnel throughout the city departments, we have developed sample requisitions for those new employees who will be required to write their department material and supplies requisitions. This method, plus our regular instructional procedures, will help them considerably.

Due to the many requests for new code numbers, and the cancellation of certain codes by the departments, constant changes and additions have been made. The departments affected by these changes have been notified.

BUREAU OF STORES AND EQUIPMENT

The Bureau of Stores and Equipment operates and maintains a central warehouse and storerooms in various City Departments; receives and issues materials, supplies and equipment for all departments of the City and County of San Francisco. This Bureau arranges for the sale of and sells surplus and obsolete personal property belonging to the City; exchanges equipment between departments, maintains a perpetual inventory of all materials purchased for the City and County of San Francisco, and makes periodic checks of such property. The Bureau maintains control of the entire automotive fleet, including the listing, insurance and the reporting of all accidents.

The following locations are staffed and operated by the Bureau of Stores and Equipment:

<u>Name and Location</u>	<u>Type</u>	<u>Amount of Inventory</u>
Central Warehouse - 15th & Harrison Sts.	Stationery	14,300.00
	Janitorial Supplies	4,679.94
	*4,000 Cases Foodstuffs	
	Misc. Furniture	
	Pipe, etc.	
Dept. Public Works -2323 Army St.		108,640.86
Water Department -1990 Newcomb Ave.		540,009.81
Hetch Hetchy -Moccasin, Calif.		53,790.76
S.F. Intl. Airport -So. San Francisco		40,937.86
Municipal Railway -24th & Utah Sts. and 2 sub-stores		278,583.82
General Stores, Washington & Mason		324,797.75
Potrero and one sub-store		112,564.00
Health Dept. -S. F. General Hospital		227,425.67
22nd. & Potrero Laguna Honda Hospital, 7th & Dewey		372,165.54
Recreation & Park -Golden Gate Park		35,924.28
Dept. Electricity -901 Rankin St.		73,936.41
Sheriff -		91,698.19
Central Shop Store - Hall of Justice Garage (Sub-Store)		38,269.26

* Storage only - Amount included with departmental inventory

BUREAU OF STORES AND EQUIPMENT - Continued

PERSONNEL

The Sales, Inventory and Stores Division is staffed by the following:

1	Stores and Equipment Supervisor
1	Stores and Equipment Assistant Supervisor
1	Senior Clerk-Stenographer
1	Senior Clerk-Typist
2	Inventory Clerks
11	Senior Storekeepers
21	Storekeepers
8	Assistant Storekeepers
1	Laborer
TOTAL	<u>47</u>

SALES DIVISION

Fourteen sales were conducted during fiscal year under the authority of Section 7.100 of the Charter. Sales activities included legal research into various aspects of different sales, preparation of sales, inviting interested buyers to bid, opening and awarding of bids, collecting and depositing all money received from buyers with the City Treasurer and keeping records of correspondence relative to the sales.

The total revenue from the sales of 1972-73 was: \$54,166.51.

A general breakdown of the sales is as follows:

Scrap Metal & Iron	\$13,139.93
Trailer	791.23
Cars - Trucks	25,493.25
X-Ray Film	701.18
Washer Parts	105.50
Lead Cable	3,046.61
Fire Hose	2,248.55
Waste Paper	5,445.61
Grease & Bones	1,261.80
Sacks - Containers	332.85
Disc Pack	1,600.00

BUREAU OF STORES AND EQUIPMENT - Continued

INVENTORY DIVISION

This division has the assignment of maintaining the Equipment inventory of all City Departments; the investigation and reports to the Board of Supervisors on lost, damaged, or stolen items of equipment. We conducted surveys of Departments and updated the Perpetual Inventory records. A physical inventory of equipment in Model Cities Agencies was started in this fiscal year.

We estimated or secured estimates from moving concerns for various moves required by City Departments or Agents. We recommend procedure, confer and set the dates and requirements for moving or other liaison detail.

The accumulation of various Waste materials, such as, Waste paper (office records), Tab Cards (I.B.M.), X-Ray film, and miscellaneous scrap metal is gathered up by this Division for arrangement of disposal by sale. Surplus furniture and equipment that has further use is made available to other City Departments by transfer.

BUREAU OF STORES AND EQUIPMENT - Continued

STORES DIVISION

During the past fiscal year, Civil Service lists were adopted for 1932 Assistant Storekeeper and 1934 Storekeeper necessitating various personnel changes to replace temporary employments.

Four (4) 1932 Assistant Storekeeper permanent positions were filled from the new list and sent to the following locations - one to S. F. General Hospital; two to the Muni Railway at 24th & Utah Sts.; and one to Muni Railway, Ocean Ave. A 1932 Assistant Storekeeper was assigned on a temporary basis to Laguna Honda Hospital.

Six (6) 1934 Storekeeper permanent positions were filled from the new list and sent to the following locations - one to Muni Railway Presidio Store; one to Muni Railway 24th & Utah Sts.; one to Muni Railway Potrero Store; one to Purchasing Dept., Central Warehouse, and two to the Water Department. A temporary 1934 Storekeeper was assigned to the storeroom at Central Shops.

One (1) 1932 Assistant Storekeeper from Muni Railway Ocean Ave., and one (1) 1934 Storekeeper from Laguna Honda Hospital resigned their permanent positions.

A 1936 Senior Storekeeper received a permanent appointment to the Purchasing Dept., Central Warehouse, replacing a retired employee. This appointment left a temporary opening for a 1936 Sr. Storekeeper at the Muni Railway Potrero Store.

The Purchasing Dept., Central Warehouse lost to retirement Evelyn DeFillipo, a 1446 Senior Clerk Stenographer.

Work is nearing completion on the new S. F. General Hospital which will include a modern storeroom, which will make for a more efficient operation.

In the near future, building will start on the new facility of the Muni Railway for automotive and machine shops. This installation will include consolidation of several existing storerooms at the new location.

Safety literature, advice and suggestions were provided on a continuing basis to the personnel at the various storerooms under the Bureau of Stores and Equipment of the Purchasing Department.

The Stores and Equipment Supervisor and Assistant Supervisor were requested by the Civil Service Commission to participate on the oral board for the 1932 Assistant Storekeeper and 1934 Storekeeper examinations. Also the Stores and Equipment Assistant Supervisor served on the oral board for Storekeeper III promotional in Alameda County.

REPRODUCTION BUREAU

The Reproduction Bureau provides centralized service to all City Departments for photography, offset printing, mimeographing, blueprinting, microfilming, and self-service copiers.

Funds to operate the Bureau are provided by Work Orders from over 70 Departments that use the Bureau's facilities. Our production increased this year by approximately 19%, while charges to departments increased by only ten per cent, to \$227,000. There was some increase in salaries, and some increase in the cost of supplies, so the difference between the increase in production and the increase in charges is greater than it appears. The difference is largely due increased efficiency of the staff, and partly due to some changed procedures and equipment.

The death of Jack Gordon, for several years a very valuable member of the staff, was a great loss to our department, both personally and in terms of the great job he did.

Major Functions of the Bureau

We photograph people, places and events. For instance, the official photograph of the Board of Supervisors is made by the Bureau. The greater part of the work is to record progress of building construction.

We mimeograph reports, forms, and calendars with 90% of the jobs completed within one day.

We print (photo-offset) forms, booklets and reports in sizes up to 17" x 22". We were formerly able to complete 70% of the offset jobs within two days, but a greater workload, longer runs, and many more complicated jobs have cut that figure back to perhaps 60%.

We make wet blueprints and dry (ammonia) prints up to 42" wide, largely for architectural use. The difficulty of obtaining blueprint paper is increasing and departments now requiring blueprints should seek funds for making a change to other processes in the next two or three years.

We microfilm documents on 16mm and 35mm film for record keeping, and for reproduction on our 1824 Xerox. We formerly used a very inefficient hectograph for certain kinds of duplicating, but some clever thinking and hard work on

the part of Ray Suen, the Bureau's foreman, led us to do that work faster, better, and cheaper with 35 mm film and the 1824. The City's records pile up as so much must be preserved. With a larger microfilm camera and some auxiliary equipment, we could preserve records in perhaps one per cent of the space now required.

We make photostat copies up to 18" x 24". Although our camera is 25 years old, there doesn't appear to be any practical substitute.

We provide self-service copiers in Room 50, City Hall, and at 450 McAllister Street.

The work we print is often collated, folded, stitched, or cut to size. We've had a considerable increase of these processes, frequently requiring individual hand operations. These are inevitably slower and more expensive. One possible way of increasing speed is to buy a 200 bin sorter.

The large press added in 1971 is clearly cutting our costs and increasing production speed. There is a definite need for new and replacement equipment if we are to keep costs down, and continue to handle an increasing workload.

BUREAU OF SHOPS

THE CENTRAL SHOPS, AND ALLIED FACILITIES, PROVIDE NECESSARY MECHANICAL MAINTENANCE AND REPAIR SERVICE FOR ALL CITY DEPARTMENTS AND BUREAUS, EXCEPT PUBLIC UTILITIES.

IN ADDITION, IT IS THE RESPONSIBILITY OF THE BUREAU TO INSPECT, APPRAISE, AND MAKE RECOMMENDATIONS ON ALL CITY OWNED VEHICLES CONTEMPLATED FOR REPLACEMENT; AID THE VARIOUS DEPARTMENTS IN THE WRITING OF VARIOUS SPECIFICATIONS; AND TO RECEIVE AND APPROVE ALL NEW VEHICLES DELIVERED TO THE CITY AND COUNTY OF SAN FRANCISCO.

ADMINISTRATION AND MAJOR REPAIR FACILITIES ARE LOCATED AT THE CENTRAL SHOPS, 800 QUINT STREET.

OTHER INSTALLATIONS ARE: GOLDEN GATE PARK SHOP, PROVIDING MAINTENANCE FOR RECREATION AND PARK DEPARTMENT EQUIPMENT; HALL OF JUSTICE SERVICE STATION, WHERE FUEL AND LUBRICANTS ARE PROVIDED FOR POLICE AND OTHER CITY CARS, ALONG WITH INSPECTION AND LIGHT MAINTENANCE FOR POLICE VEHICLES. DEPARTMENT OF PUBLIC WORKS, ARMY STREET YARD WHERE FUELS, LUBRICANTS, AND PREVENTIVE MAINTENANCE INSPECTION IS PROVIDED PUBLIC WORKS VEHICLES. 19th AVENUE PUBLIC WORKS STATION, HEALTH DEPARTMENT GARAGE, AND DEPARTMENT OF ELECTRICITY GARAGE.

ADMINISTRATION OF THE SHOPS, UNDER THE PURCHASER OF SUPPLIES, IS THE DIRECT RESPONSIBILITY OF MR. ALBERT M. FLAHERTY, GENERAL SUPERINTENDENT, AIDED BY MR. EDMOND A. RAMES, CITY SHOPS ASSISTANT SUPERINTENDENT.

THE CENTRAL SHOPS, QUINT STREET OPERATION, HAS FOUR MAIN MAINTENANCE SHOP AREAS. THEY ARE 1) AUTOMOBILE, 2) TRUCK, 3) FIRE APPARATUS, 4) MACHINE; AND THE FOLLOWING AUXILLIARY SHOPS: BLACKSMITH, PATTERN AND LADDER SHOP, PAINT, HOSE, UPHOLSTERY, BODY AND FENDER, TIRE, AND SERVICE STATION.

ALONG WITH THE RESPONSIBILITIES FOR THE MAINTENANCE AND REPAIR OF MECHANICAL EQUIPMENT AND SCHOOL BUILDINGS, SEWAGE PLANTS, PUMPING STATIONS, PUBLIC BUILDING, ETC., THE SHOPS MAINTAIN 2512 MOTORIZED UNITS OF THE CITY OWNED FLEET, AN INCREASE OF 26 OVER THE FISCAL YEAR 1971-72. THESE VEHICLES AND MACHINES ARE VALUED AT APPROXIMATELY 7.5 MILLION DOLLARS.

THE BUREAU IS STAFFED WITH 101 EMPLOYEES. NO ADDITIONAL PERMANENT EMPLOYEES HAVE BEEN ADDED THESE PAST SEVERAL YEARS, THOUGH THE WORK ORDER SYSTEM OF FINANCING PERMITS US TO OBTAIN TEMPORARY EMPLOYMENTS FOR SEASONAL OR "AS NEEDED" PROJECT COMPLETION.

FIRE APPARATUS SHOP

THE FIRE SHOP IS STAFFED WITH EIGHT AUTOMOTIVE MACHINISTS, TWO PATTERN MAKERS, ONE BLACKSMITH, TWO METALSMITHS, ONE UPHOLSTERER, THREE PAINTERS, ONE BODY AND FENDER MAN, AND ONE AUTOMOTIVE SERVICEMAN.

TWO FOREMEN, MR. A. DEL NEGRO AND MR. RAY MONTI, OVERSEE AND CONTROL THE MAINTENANCE AND REPAIR OF ALL APPARATUS AND EQUIPMENT USED BY OUR FIRE FIGHTING FORCE.

THIS SHOP PROCESSED A TOTAL OF 1,120 MAJOR JOBS THROUGH THE VARIOUS WORK AREAS FOR THE YEAR. 424 UNITS OF FIRE APPARATUS WERE REPAIRED AND RETURNED TO SERVICE.

THE FIELD SERVICE MAN RESPONDED TO 3,079 SERVICE CALLS AND COMPLETED 1,901 REPAIRS IN THE FIRE HOUSES WITHOUT NECESSITATING THE APPARATUS BEING OUT OF SERVICE FOR ANY APPRECIABLE PERIOD OF TIME.

SHOP PERSONNEL RESPONDED TO 111 BATTERY SERVICE CALLS IN THE FIELD AND SERVICED AND LUBRICATED 261 UNITS OF FIRE APPARATUS IN THE SHOP.

TWO AERIAL TRACTORS WERE MODERNIZED AND REPOWERED WITH 6-71 DETRIOT DIESEL ENGINES.

INCLUDED IN THE TOTAL JOBS COMPLETED FOR THE FIRE DEPARTMENT WERE:

10	-	MAJOR ENGINE OVERHAULS
165	-	MINOR ENGINE OVERHAULS AND/OR REPAIRS
128	-	FIRE PUMP AND GATE REPAIRS
3	-	MAJOR PUMP OVERHAULS
56	-	SMALL ENGINE REPAIRS
104	-	CHASSIS REPAIRS
36	-	TRANS OVERHAULS
60	-	RADIATOR REPAIRS
100	-	TUNE UPS
234	-	ELECTRICAL REPAIRS
217	-	VARIOUS BRAKE JOBS AND BRAKE-RELATED REPAIRS
35	-	AERIAL REPAIRS
6	-	PIECES OF APPARATUS CANNIBALIZED

ELECTRIC SHOP

234 ELECTRICAL REPAIRS. ALSO REPAIRS AND OVERHAULS SMALL EQUIPMENT, SUCH AS CHAIN SAWS, SM. PUMPS, GENERATING PLANTS AND WATER VACUUMS, ETC.

PATTERN SHOP

MADE	12	NEW LADDERS
REPAIRED	67	LADDERS
MADE	20	NEW GLEASON SADDLES
	6	NEW PATTERNS
	40	" CHOCK BLOCKS

REPAIRED AND/OR RESTORED VARIOUS PIECES OF EQUIPMENT SUCH AS PIKE POLES - CEILING HOOKS, CROTCH POLES - PATTERNS AND ADD PIECES OUT OF WOOD FOR OTHER SHOPS.

PAINT SHOP

TOUCH UP AND PAINT ALL ACCIDENT REPAIRS INCLUDING LETTERING AND GOLD LEAF. MOST ITEMS MADE IN PATTERN SHOP AND BLACKSMITH SHOP, ALSO PARTS AND ASSEMBLIES FROM MAIN REPAIR SHOP.

INCLUDED ARE: 46 LADDERS REFINISHED
4 FIRE ENGINES COMPLETE
10 DPW VEHICLES COMPLETE
30 STREET CLEANING BUGGIES
13 TOOL BOX TRAILERS - SEWER DEPT.
5 TOOL HEATERS - ST. REPAIR DEPT.
3 AERIAL LADDERS REFINISHED
RECOAT INSIDE OF WATER TANK

BLACKSMITH SHOP

REPAIR AND FABRICATE AND SHARPEN TOOLS - BRACKETS - VEHICLES BODIES AND TRAILERS AND CHASSIS FOR ALL SHOPS. MAKE UP BOXES AND COMPARTMENTS FOR FIRE APPARATUS, LADDER FITTINGS, POLE ENDS, REPAIR VALVES AND FITTINGS FOR HIGH PRESSURE.

MAJOR PROJECT COMPLETED THIS FISCAL YEAR WAS THE MANUFACTURE OF OUR HYDRAULIC MOBILE DOLLY FOR THE POLICE HELICOPTER SQUAD. THIS DEVICE NOT AVAILABLE ON THE MARKET, PERMITS THE HELICOPTER CREW TO MOVE THEIR FLYING MACHINE ON THE GROUND BEFORE AND AFTER TAKE OFF.

UPHOLSTERY SHOP

REPAIRS AND REUPHOLSTERS SEAT FOR ALL SHOPS. MAKES LEATHER FINDINGS IE - BELTS-STRAPS AND FASTENINGS FOR FIRE DEPT. WATER PROOF COVERS FOR FIRE DEPARTMENT EQUIPMENT. CANVAS STRETCHER - CARRY ALL AND COVERS FOR FIRE DEPARTMENT. WEB STRAPS AND LEATHER FLASH LITE HOLDERS AND CANVASS BAGS FOR FIRE DEPARTMENT.

TRUCK SHOP - HEAVY DUTY SHOP

THE TRUCK SHOP (HEAVY DUTY) IS RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF THE LARGER CITY OWNED VEHICLES SUCH AS 10 WHEEL TRUCKS, VANS, TANK WAGONS, MECHANICAL SWEEPERS, TRACTORS, ROAD AND PAVING MACHINES, FORK LIFTS AND CRANE MOUNTED VEHICLES; SEWER REPAIR AND GENERAL CONSTRUCTION EQUIPMENT INCLUDING COMPRESSORS, BACK HOES, PAVEMENT SAWS, CORE DRILLERS AND VARIOUS TYPES OF VEHICLE MOUNTED PUMPS.

THE WORK INVOLVED HERE RANGES FROM MINOR PREVENTIVE MAINTENANCE THROUGH MAJOR REBUILDING OF ENGINES, BODIES, CHASSIS MEMBERS, HYDRAULIC SYSTEMS AND THE RELATED SPECIAL EQUIPMENT WHICH IS MOUNTED ON THESE VARIOUS AND SPECIALIZED VEHICLES.

THE HEAVY DUTY SHOPS IS STAFFED BY ONE FOREMAN, MR. ARTHUR CHIN, 11 AUTOMOTIVE MACHINISTS, AND SIX AUTOMOTIVE SERVICEMEN.

DURING THE YEAR THIS SECTION OF CENTRAL SHOPS PERFORMED 1952 JOBS WHICH INCLUDED REPAIRS, REBUILDING AND MODIFICATIONS TO TRUCKS AND HEAVY DUTY SPECIALTY EQUIPMENT.

THE GENERAL RESUME OF JOBS COMPLETED BY THE TRUCK SHOP DURING THE YEAR INCLUDE THE FOLLOWING:

8 - ENGINES COMPLETELY REBUILT
64 - ENGINES OVERHAULED

196 - BRAKE SYSTEMS OVERHAULED
 146 - RADIATOR AND COOLING SYSTEMS OVERHAULED
 46 - BODY RECONSTRUCTION OBS (ACCIDENTS)
 98 - STARTERS REBUILT
 125 - ALTERNATORS/GENERATORS REBUILT
 78 - TRANSMISSION REPAIRS
 237 - MOTOR TUNE-UPS

IN ADDITION THE TRUCK SHOP, THROUGH ITS SUPERVISORY STAFF, IS RESPONSIBLE FOR THE OPERATIONS AT FOUR OTHER SUB-SHOPS AS FOLLOWS:

QUINT STREET GAS STATION

GASOLINE DISPENSED	134,132 GALLONS
OIL DISPENSED	12,906 QUARTS
VEHICLES LUBRICATED	1,175

19th AVENUE GAS STATION

GASOLINE DISPENSED	57,735 GALLONS
OIL DISPENSED	1,537 QUARTS
VEHICLES LUBRICATED	96

QUINT STREET TIRE SHOP

NEW TIRES MOUNTED AND RE-CAPS MOUNTED	1,160
TIRES REPAIRED	688
ROAD CALLS (TIRE SERVICES)	304

DEPT. OF ELECTRICITY (GARAGE)

LUBES AND SERVICES	212
ROAD CALLS (TIRES, STALLS, ETC)	52

ARMY STREET (DPW) STATION

THIS SERVICE FACILITY IS LOCATED IN THE D.P.W. MAINTENANCE YARD AT 2323 ARMY STREET.

ITS FUNCTION IS TO PROVIDE MINOR MAINTENANCE AND REPAIRS, PREVENTIVE MAINTENANCE AND FUELS AND LUBRICANTS TO THE FLEET OF THE DEPARTMENT OF PUBLIC WORKS AUTOMOTIVE EQUIPMENT UNITS. SERVICES ARE AVAILABLE FROM 7:00 A.M. TO MIDNIGHT, FIVE (5) DAYS PER WEEK.

THE STATION IS STAFFED WITH ONE AUTOMOTIVE MACHINIST, FOUR AUTOMOTIVE SERVICEMEN AND ONE SUB-FOREMAN, MR. ELMER BRYDEN.

THE FISCAL YEAR SAW 2,726 VARIOUS REPAIR AND SERVICE JOBS COMPLETED. 295,656 GALLONS OF GASOLINE WERE DISPENSED ALONG WITH 2,319 GALLONS OF KEROSENE AND 2,572 GALLONS OF LUBE OIL.

AUTOMOTIVE SHOP

THIS SHOP IS STAFFED WITH SEVEN (7) AUTOMOTIVE MECHANICS, TWO (2) AUTOMOTIVE SERVICEMEN AND ONE (1) AUTOMOTIVE MACHINIST FOREMAN, MR. ED. FRANKE.

THE AUTOMOTIVE SHOP IS RESPONSIBLE FOR REPAIR AND MAINTENANCE OF 1,249 CITY OWNED VEHICLES WHICH INCLUDE BOTH PASSENGER CARS AND TRUCKS TO 3/4 TON CAPACITY. THE VEHICLE INVENTORY HAS BEEN INCREASED THIS YEAR WITH 4 LIGHT BUSES FOR THE HUNTERS POINT MODEL CITY PROGRAM, 10 POLICE CARS FOR DRIVERS TRAINING, 5 HONDA 125'S FOR PARK AND BEACH PATROL, 25 UNDERCOVER POLICE VEHICLES, 10 LIGHT TRUCKS TO REPLACE RENTED VEHICLES.

THE AUTOMOTIVE SHOP REMAINS CERTIFIED AS A OFFICIAL HEADLAMP ADJUSTING STATION AND OFFICIAL MOTOR VEHICLE POLLUTION CONTROL DEVICE INSTALLATION AND INSPECTION STATION.

MAJOR PROJECTS ACCOMPLISHED WAS THE OUTFITTING OF 11 FIRE DEPARTMENT VEHICLES, 131 POLICE VEHICLES, 145 VEHICLES FOR VARIOUS OTHER DEPARTMENTS. OF THE 131 POLICE VEHICLES OUTFITTED, 66 WERE EQUIPPED FOR UNDERCOVER WORK. 62 WERE EQUIPPED FOR PATROL SERVICE WITH SPECIALLY MANUFACTURED SECURITY PARTITIONS, SPECIAL REAR DOOR LOCKS, ROOF MOUNTED LIGHT BARS AND SPOT LIGHTS. LARGE VEHICLE NUMBERS WERE INSTALLED ON THE ROOF OF ALL POLICE PATROL UNITS FOR VEHICLE IDENTIFICATION FROM POLICE HELICOPTERS, POLICE PHONE NUMBERS WERE INSTALLED ON BOTH REAR FENDER OF ALL POLICE VEHICLES. 3 STATION WAGONS WERE OUTFITTED WITH SECURITY PARTITIONS FRONT AND REAR FOR POLICE DOG UNITS. 20 UNDERCOVER LEASE VEHICLES WERE RESTORED TO LIKE NEW CONDITION AS PER CONTRACT PROVISION, FOR RETURN TO DEALER.

THE TOTAL NUMBER OF JOBS COMPLETED THIS YEAR BY THE AUTOMOTIVE SHOP WAS 3,644 WHICH DOES NOT INCLUDE THE OUTFITTING OF NEW VEHICLES.

A LISTING OF COMPLETED JOBS INCLUDE 664 BRAKE JOBS AND SAFETY INSPECTION OF DRUMS, WHEEL CYLINDERS AND HYDRAULIC LINES, 785 TUNE UPS WITH OUR SUN ELECTRONIC ENGINE TESTER, 186 AUTOMATIC TRANSMISSIONS WERE COMPLETELY OVERHAULED, 127 AUTOMATIC TRANSMISSION SERVICED AND ADJUSTED TO FACTORY SPECIFICATIONS, 160 RADIATORS WERE OVERHAULED, 70 VALVE GRINDS AND 25 ENGINE OVERHAULS WERE COMPLETED, 303 ROAD SERVICE CALLS REQUIRING MINOR REPAIRS OR TOWS TO THE SHOP FOR MAJOR WORK, 527 WHEEL ALIGNMENTS WERE COMPLETED WITH OUR BEAR FRONT WHEEL ALIGNING RACK, THIS ALIGNEMENT IS OF VITAL IMPORTANCE DUE TO INCREASED TIRE SIZES, LOWER AIR PRESSURE AND FRONT END SUSPENSION WEAR.

1,013 MISCELLANEOUS REPAIRS WERE PERFORMED FOR VARIOUS DEPARTMENT VEHICLES.

ACCIDENT REPAIRS NUMBERED 314. VEHICLES INVOLVED IN MAJOR ACCIDENTS ARE REPAIRED AT LOW COST AND RETURNED TO SERVICE BY USING NECESSARY PARTS AND BODY SECTIONS FROM TURNED IN VEHICLES. IN MANY CASES VEHICLES IN NEED OF MINOR REPAIR ARE RETURNED TO SERVICE IN ONE DAY BY REPLACING DAMAGED PARTS WITH SALVAGED PARTS.

THE AUTOMOTIVE SHOP HAS COMPLETED 89 JOBS ON POLICE DEPARTMENT MOTORCYCLES. THESE JOBS INCLUDE ENGINE OVERHAULS, CLUTCH REPLACEMENT, TRANSMISSION OVERHAULS AND ACCIDENT REPAIRS.

MACHINE SHOP

DURING THE FISCAL YEAR 1972-73 THIS SHOP COMPLETED A TOTAL OF 857 JOBS. THE COMPLEMENT OF THE MACHINE SHOP CONSISTS OF 9 MAINTENANCE MACHINIST AND 1 MAINTENANCE MACHINIST FOREMAN, MR. JOHN J. RAOS.

THE MACHINE SHOP SECTION SERVICES ALL PUBLIC SCHOOLS, THE SERVICE AND REPAIR OF ALL MACHINE TOOLS AND HAND TOOLS OF THE INDUSTRIAL ART SECTION OF THE SCHOOL DEPARTMENT, THE MOVING AND LOCATING OF ALL MACHINE TOOLS, OF THE INDUSTRIAL ARTS SHOPS. IN THE NEW MCATEER HIGH SCHOOL.

ALL PUMPS, FANS, BLOWERS RELATED TO THE HEATING SYSTEM IN THE SCHOOLS ARE SERVICED AND REPAIRED BY THIS DIVISION OF CENTRAL SHOPS.

THE MACHINE SHOP REPAIRS AND OVERHAULS SEWER PUMPS, CHECK VALVES, AND VALVES IN THE SEWER PUMPING STATION LOCATED THRU-OUT THE CITY.

ALL PUMPS, FANS AND BLOWERS RELATED TO THE HEATING SYSTEM IN THE COMMUNITY COLLEGE DISTRICT IS REPAIRED BY THE MACHINE SHOP.

THE HIGH PRESSURE WATER SYSTEM THAT PROVIDES WATER TO FIGHT LARGE FIRES IN THE CITY REQUIRES THE SERVICES OF THE MACHINE SHOP. IN KEEPING IN TOP WORKING ORDER THE MACHINERY AND HARDWARE SUCH AS BOILER ROOM EQUIPMENT AND FIRE HYDRANTS TO CARRY OUT THIS SERVICE.

THE SEWER TREATMENT PLANT CONSISTING OF RICHMOND-SUNSET, NORTH-POINT SOUTHEAST ARE KEPT IN REPAIR BY 4 MACHINIST UNDER THE SUPERVISION OF THE MACHINE SHOP FOREMAN.

THE MAINTENANCE MACHINIST IN THESE PLANTS, REPAIR AND MAINTAIN PUMP FILTER, DRIERS AND GAS BLOWER AND RELATED MACHINERY NECESSARY TO CARRY OUT A 24 HOUR A DAY OPERATION OF THESE PLANTS.

THE HOSE SHOP IS A SUB-SECTION OF THE MACHINE SHOP. THIS UNIT INSPECTS, REPAIRS AND DISTRIBUTES ALL FIRE HOSE USED IN THE FIRE DEPT.

DURING THE PAST FISCAL YEAR 1972-73, 40,000 FEET OF NEW HOSE WAS RECEIVED, INSPECTED, LABELLED AND DISTRIBUTED TO THE VARIOUS COMPANIES OF THE FIRE DEPT.

OVER 15,000 FEET OF IN-SERVICE FIRE HOSE WAS REPAIRED AND TESTED AND SENT BACK TO THE FIRE COMPANIES OF THE FIRE DEPARTMENT.

RECREATION AND PARK SHOP

THE GOLDEN GATE PARK AUTOMOTIVE REPAIR SHOP, LOCATED AT 3RD AVE. AND SOUTH DRIVE, IS STAFFED WITH 3 AUTOMOTIVE MACHINISTS, 1 AUTOMOTIVE SERVICEMAN AND ONE (1) FOREMAN (MR. JAMES ELLIOT). IN ADDITION AUTOMOTIVE MACHINIST HAS BEEN EMPLOYED ON A TEMPORARY BASIS.

THE FISCAL YEAR 1972-73 SAW 1,397 JOB ORDERS WRITTEN AND COMPLETED IN THIS FACILITY.

MAJOR REPAIR PROJECTS INCLUDED 1) COMPLETE OVERHAUL OF DRIVE SPROCKETS AND CHAINS ALONG WITH REPLACEMENT OF ELEVATOR PAN, CONVEYOR BELTS AND SQUEEZES WITH THE SINGLE STREET SWEEPER OPERATED BY THE RECREATION AND PARK DEPARTMENT. AT A LATER DATE, DUE TO AN OPERATIONAL ACCIDENT, THE COMPLETE GUTTER BROOM ASSEMBLY WAS REBUILT. 2) OVERHAUL AND REDESIGN BEACH CLEANER MACHINE TO PROVIDE A SUPERIOR OPERATOR SAFETY FACTOR. 3) REBUILD AND REDESIGN OLD PICK UP TRUCK WITH WIDE, FLAT BED FOR NURSERY USE. 4) COMPLETELY REBUILD FLOATING WEED CUTTER FOR CONTROLLING LAKE AND POND GROWTH. 5) PROVIDE MAJOR REPAIR AND OVERHAUL TO A.C. BUCKET LOADER. 6) REBUILD 2½ TON DUMP TRUCK INCLUDING COMPLETE OVERHAUL OF TRANSMISSION AND HOIST MECHANISM.

THE SERVICE STATION DISPENSED 140,000 GALLONS OF FUEL AND 6,871 QUARTS OF OIL TO THE RECREATION AND PARK FLEET AND OTHER CITY DEPARTMENTS. BECAUSE OF THE GASOLINE SHORTAGE IT BECAME NECESSARY, ON JUNE 1, TO RESTRICT FUEL FROM THIS STATION TO RECREATION AND PARK UNITS ONLY.

THIS YEAR, AS IN PAST YEAR, THE RECREATION AND PARK DEPARTMENT ALONG WITH THE EXPANDED CANDLESTICK PARK, HAS ADDED NEW EQUIPMENT TO THEIR OPERATION WHILE AT THE SAME TIME HAVE NOT REPLACED MANY ITEMS OF AUTOMOTIVE AND MECHANICAL EQUIPMENT THAT ARE OVER AGE AND WORN BEYOND ECONOMICAL REPAIR. IT IS HOPED THAT A REALISTIC REPLACEMENT PROGRAM MIGHT BE DEVELOPED SO THAT THE COSTLY REBUILDING OF OBSOLETE EQUIPMENT MIGHT BE AVOIDED.

HALL OF JUSTICE SERVICE STATION

THIS BRANCH OF THE CENTRAL SHOPS IS LOCATED ON BRYANT STREET, WEST OF THE HALL OF JUSTICE. IT PROVIDES FUEL AND SERVICE TO POLICE DEPARTMENT VEHICLES AND SUPPLIES GASOLINE AND OIL TO OTHER CITY VEHICLES. THE STATION IS OPERATED 7 DAYS A WEEK FROM 7 A.M. TO MID-NIGHT AND IS STAFFED WITH 9 AUTOMOTIVE SERVICEMEN, 2 AUTOMOTIVE MECHANICS AND ONE AUTOMOTIVE MECHANIC SUB-FOREMAN, MR. HARRY MAKER.

THE CONVENIENT DOWN-TOWN LOCATION AND THE ACCELERATED USAGE OF POLICE VEHICLES MAKE THIS A HIGH VOLUME DISTRIBUTION POINT OF FUEL AND LUBRICANTS FOR CITY VEHICLES.

THE PAST YEAR SHOWS THE FOLLOWING SERVICES PERFORMED: 72-73

GASOLINE DISPENSED	576,000 GALLONS
OIL DISPENSED	14,719 QUARTS
TOW JOBS	1,302
TIRES CHANGED (NEW & RECAP)	1,579
BATTERIES SERVICE (NEW & CHARGED)	285
LUBE AND SERVICE JOBS	1,714
MECHANICAL REPAIRS	7,973
BRAKE RELINE JOBS	258

MOTORCYCLE SERVICE

LUBE	419
TIRES CHANGED	257
BATTERIES	333
REPAIRS	1,542

IN ADDITION TO THE SUMMARY REPORT OF WORK PERFORMED AT THE HALL OF JUSTICE SERVICE STATION, THE BELOW WORK WAS DONE AT THE STATION TO UPGRADE THE OPERATION AND INCREASE ITS EFFICIENCY.

THE GAS ISLAND CANOPIYS WERE PAINTED. THE CONCRETE SURFACE OF THE GAS ISLANDS WAS TEXTURED TO HELP PREVENT ACCIDENTS CAUSED BY SLIPPING OR FALLING. A PERMANENT STEEL TIRE RACK IN THE TIRE REPAIR AREA WAS INSTALLED. A SYSTEM FOR CHECKING MILEAGE ON TIRES WAS DEVISED AND INITIATED. MOTORCYCLE REPAIRS WERE EXPANDED TO REDUCE THE COST OF MINOR REPAIRS WHICH FORMERLY WERE SENT TO OUTSIDE AGENCIES. A VEHICLE WORK RECORD SYSTEM WAS INITIATED. THE DAILY WORK SHEETS WERE REVISED TO SHOW THE WORK DONE AND THE PARTS USED ON EACH INDIVIDUAL REPAIR JOB. A SHOP JOB NUMBER SYSTEM WAS INSTIGATED UTILIZING NUMBER AND COLOR CODED STYROFOAM CUBES WITH MAGNETIC BUSES THAT ARE PLACED ON THE ROOF OF VEHICLES.

CENTRAL SHOPS OFFICE SECTION

THE OFFICE STAFF, UNDER THE DIRECTION OF SENIOR MANAGEMENT ASSISTANT, EDWARD L. STONE, INCLUDES A SENIOR ACCOUNT CLERK, ONE ACCOUNT CLERK, ONE CLERK-TYPIST AND A TIME-ROLL KEEPER.

THIS WORK NUCLEUS COMBINES ITS EFFORTS TOWARDS KEEPING THE SHOP BOOKS IN GOOD BALANCE, MEETING PAYROLL DEADLINES, REQUISITIONING NEW PERSONNEL, PREPARING MONTHLY AND ANNUAL FINANCIAL AND EXPENDITURE STATEMENTS; AND FULFILLING A MYRIAD OF OTHER ACCOUNTING AND CLERICAL ASSIGNMENTS WHICH FALL TO THE LOT OF THOSE RESPONSIBLE FOR AN EXPENDITURE ACTIVITY WELL IN EXCESS OF TWO MILLION DOLLARS ANNUALLY.

THE MAJOR FISCAL RESPONSIBILITY DERIVES FROM A ACCOUNTING FOR MORE THAN 200 INTERDEPARTMENTAL WORK ORDERS THAT POUR IN EACH YEAR FROM SOME SEVENTY CITY DEPARTMENTS, DIVISIONS AND BUREAUS. THE END OBJECT IS TO REGIMENT THE DAILY EXPENDITURE OUTLAY TO ALIGN WITH INCOMING FUNDS AND THUS INSURE A SATISFACTORY "BALANCING OF THE BUDGET".

THE SUCCESS OF THESE EFFORTS IS INDICATED BY CONTROL OF FUNDS TO WITHIN .003% OF THE DOLLAR AMOUNT MADE AVAILABLE FOR SHOP OPERATION.

C O N C L U S I O N

THE FISCAL YEAR 1972-73 SAW THE CONTINUANCE OF MAXIMUM ACTIVITY AND EFFORT BY THE CENTRAL SHOPS TO FULFILL THEIR WORK RESPONSIBILITIES.

A RECENT REVIEW OF STATISTICS INCLUDED IN A DETAILED 1959 MANAGEMENT CONSULTANTS STUDY OF THE CENTRAL SHOPS SHOWS AT THAT TIME, THE CENTRAL SHOPS MAINTAINED 1,573 UNITS OF EQUIPMENT WITH 94 TOTAL EMPLOYEES.

TODAY 101 EMPLOYEES (AN INCREASE OF 7 $\frac{1}{2}$ %) MAINTAINS 2,512 UNITS OF AUTOMOTIVE EQUIPMENT (AN INCREASE OF 62 $\frac{1}{2}$ %).

IT SHOULD BE OBVIOUS THAT THE RELATIONSHIP OF MANPOWER TO EQUIPMENT IS BEING EXTENDED TO A CRITICAL POINT. ALL THE MORE SO WHEN WE CONSIDER THAT TODAY'S VEHICLES ARE MUCH MORE COMPLEX AND DEMANDING DUE TO THEIR MANDATORY SMOG CONTROL AND SAFETY SYSTEMS.

THE SOLUTION TO THE PROBLEM IS EITHER MORE MANPOWER OR, MORE REALISTICALLY, A VEHICLE REPLACEMENT PROGRAM IN KEEPING WITH MODERN AUTOMOTIVE FLEET PRACTICE.

SUCH A PROGRAM HAS BEEN DEVELOPED BY THIS DEPARTMENT. IT ELIMINATES THE FRILLS OFTEN FOUND IN PRIVATE INDUSTRY PROGRAMS BUT, NONE-THE-LESS, PROVIDE FOR TIMELY AND CONSERVATIVE REPLACEMENT OF ESSENTIAL CITY OWNED VEHICLES.

UNFORTUNATELY, EXCEPT IN ISOLATED INCIDENCES, BUDGETARY ACTION HAS RESTRICTED THE IMPLEMENTATION OF SUCH A PROGRAM.

AGAIN WE URGE THAT SERIOUS CONSIDERATION BE GIVEN TO IMPROVE A SITUATION WHERE OVER AGED - HIGH MILEAGE VEHICLES MUST BE CONTINUALLY OVERHAULED AND REBUILT BEYOND THEIR ECONOMIC LIFE SPAN.

THE ANSWER WOULD APPEAR TO BE IN AN ACCEPTABLE REPLACEMENT PROGRAM THAT WILL PROVIDE THE CITY WITH AN EFFICIENT TRANSPORTATION UNIT - REDUCE COST AND DOWNTIME ASSOCIATED WITH MAJOR REPAIR AND PROVIDE GREATER RETURN TO THE CITY WHEN THE EQUIPMENT IS DISPOSED OF.

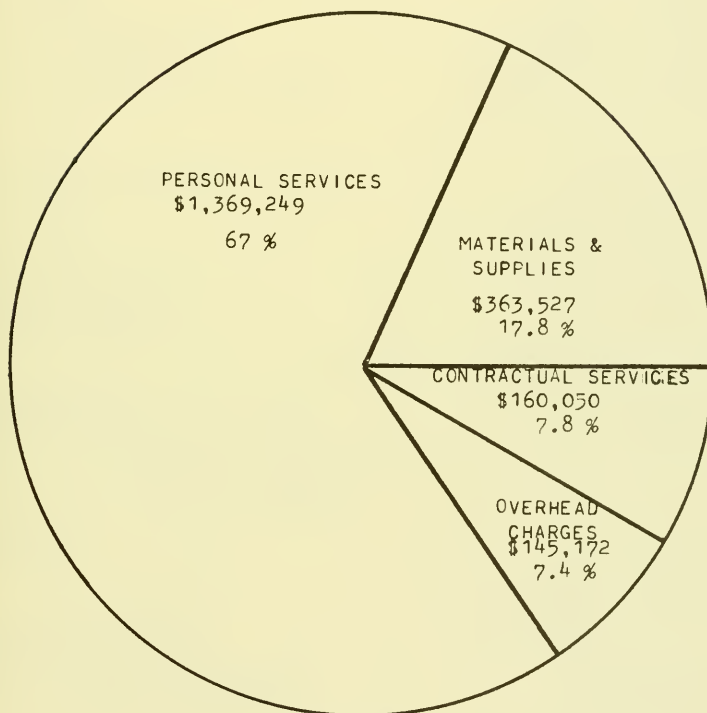
CENTRAL - SHOPS COSTS OF OPERATIONS FOR 1972-73
COMPARED WITH COSTS FOR 1971 - 72

	<u>FISCAL YEAR</u> <u>1972-73</u>	<u>FISCAL YEAR</u> <u>1971-72</u>
PERSONAL SERVICES:		
ADMINISTRATIVE SALARIES	\$ 20,514.00	\$ 19,224.00
SHOPS CRAFTS WAGES.	1,183,896.00	1,088,631.00
EMPLOYEES RETIREMENT CONTRIBUTIONS. .	121,634.00	100,493.00
SOCIAL SECURITY CONTRIBUTIONS . . .	<u>43,205.00</u>	<u>37,000.00</u>
T O T A L	\$1,369,249.00	\$ 1,245,348.00
 DIRECT PLANT OVERHEAD COSTS.	 145,172.00	 117,388.00
CONTRACTUAL SERVICES	160,050.00	183,980.00
MATERIALS & SURPLUS	<u>363,527.00</u>	<u>342,540.00</u>
T O T A L - - - - -	<u>\$2,037,998.00</u>	<u>\$ 1,889,256.00</u>

FISCAL NOTES:

1. TO REFLECT GROSS OPERATING COSTS, THE CENTRAL SHOPS INDIRECT OVERHEAD EXPENDITURES HAVE BEEN INTRODUCED THIS YEAR TO THE ABOVE STATEMENT. THE INCLUSION OF THE ADDITIONAL COST ELEMENT MAKES IT POSSIBLE TO PRESENT A MORE ACCURATE CONCEPT OF THE ANNUAL FUNDS REQUIRED TO OPERATE THIS BUREAU.
2. THE DECREASE IN CONTRACTUAL SERVICES OUTLAY IS ATTRIBUTED MAINLY TO A MARKED INCREASE IN THE NUMBER OF ACCIDENT REPAIRS COMPLETED AT THE SHOPS. THE EXTENT OF FIRE AND POLICE DEPARTMENT EQUIPMENT REPAIRED ON THE OUTSIDE DURING 1972-73 WAS LOWEST FOR THE PAST FIVE YEARS.
3. INCREASES IN MATERIALS AND SUPPLIES COSTS WERE CONTRA-BALANCED BY THE DOWNWARD TREND IN CONTRACTUAL SERVICES EXPENDITURES.

HOW CENTRAL SHOPS SPENT FUNDED DOLLARS
DURING THE YEAR 1972-73



GRAND TOTAL OPERATING COSTS \$2,037,998

CENTRAL SHOPS ORGANIZATIONAL CHART
800 QUINT STREET

- 1 - 7150 GENERAL SUPERINTENDENT OF SHOPS
- 1 - 7277 ASSISTANT SUPERINTENDENT OF SHOPS
- 1 - 1844 SENIOR MANAGEMENT ASSISTANT
- 1 - 1632 SENIOR ACCOUNT CLERK
- 1 - 1630 ACCOUNT CLERK
- 1 - 1424 CLERK-TYPIST

TRUCK SHOP

- 1 - 7254 FOREMAN
- 11 - 7313 AUTO MACHINIST
- 1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERVICEMAN - STATION

TIRE SHOP

- 2 - 7410 AUTO SERVICEMAN

BODY SHOP

- 3 - BODY & FENDER MAN

BLACKSMITH SHOP

- 3 - 7389 METALSMITH

MACHINE SHOP

- 1 - 7237 MAINT. MACHINIST FOREMAN
- 3 - 7343 MAINT. MACHINIST
- 4 - 7343 MAINT. MACHINIST (SEWAGE PLANT)
- 2 - 7343 MAINT. MACHINIST (SCHOOLS)

WATCHMAN

- 3 - 7410 AUTO SERVICEMAN

19th AVENUE STATION

- 1 - 7410 AUTO SERVICEMAN

DEPT. OF ELECTRICITY YARD

- *1 - 7410 AUTO SERVICEMAN

DPW YARD (SERVICE STATION)

- *1 - 7410 AUTO SERVICEMAN
- 2 - 7410 AUTO SERVICEMAN (NIGHT GAS)
- 1 - 7410 AUTO SERVICEMAN (NIGHT PM)
- 1 - 7315 AUTO MACHINIST - SUB-FOREMAN
- 1 - 7315 AUTO MACHINIST (NIGHT PM)

PASSENGER SHOP

- 1 - 7249 FOREMAN
- 7 - 7381 AUTO MECHANIC
- 1 - 7381 AUTO MECHANIC (XF)
- 1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERGMAN. (HEALTH GARAGE)

FIRE SHOP

- 1 - 7254 FOREMAN
- 1 - 7315 SUB-FOREMAN
- 7 - 7313 AUTO MACHINIST
- 1 - 7313 AUTO MACHINIST (FIELD SERVICE)
- 2 - 7410 AUTO SERVICEMAN
- 2 - 7358 PATTERN MAKER
- 1 - 7387 UPHOLSTERER
- 3 - 7309 PAINTER
- (1) - 7309 PAINTER (XF)
- 1 - 01 CAHUFFEUR (FIRE HOUSE DELIVERIES)

HALL OF JUSTICE

- *1 - 7382 SUB-FOREMAN
- 2 - 7381 AUTO MECHANIC
- *1 - 7412 SUB-FOREMAN
- *8 - 7410 AUTO SERVICEMAN

PARK SHOP

- 1 - 7254 FOREMAN
- 3 - 7313 AUTO MACHINIST
- 1 - 7313 AUTO MACHINIST (XF)
- *1 - 7410 AUTO SERVICEMAN

(ASSIGNED FROM BUR. OF STORES & EQUIP.)

- 1 - 1936 GENERAL STOREKEEPER
- 1 - 1934 STOREKEEPER

19 BUDGETED
79 W0 (WORK ORDER)
3 (XF) EXTRA FUNO

101

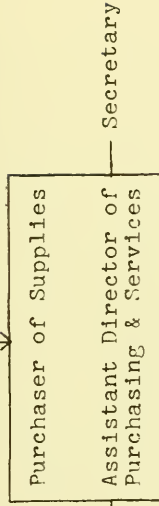
UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JAN. 1, 1973

DEPT. NO	DEPARTMENT	NO. OF VEHICLES	DEPT. NO	DEPARTMENT	NO. OF VEHICLES
111	ADULT PROBATION	7	535	HEALTH CENTERS	5
115	ASSESSOR	2	539	PUB. HEALTH NURSING	1
117	CITY ATTORNEY	2	551	EMERGENCY HOSPITALS	17
119	CITY PLANNING	2	553	HASSLER HOSPITAL	9
123	CONTROLLER	1	555	LAGUNA HONDA HOSP.	14
131	S.F. DISASTER CORPS.	5	557	S.F. GEN. HOSPITAL	10
141	DISTRICT ATTORNEY	5	561	MENTAL ADMIN.	3
145	FIRE DEPARTMENT	267	567	MENTAL HEALTH	3
151	M A Y O R	5			
151.3	MODEL CITIES PROG.	4			
161	POLICE DEPARTMENT	314			
161-N	POLICE RENTALS	21	611	LEGION OF HONOR	1
165	PUBLIC DEFENDER	3	621	DEYOUNG MUSEUM	1
169	SOCIAL SERVICES	40	631	PUBLIC LIBRARY	8
170	SINGLE MEN'S REHAB.	2	651	REC.&PARK - GENERAL	160
173	SHERIFF	40	651-S	REC.&PARK - (NON-AUTO)	328
181	BOARD OF SUPERVISORS	3			
185	JUVENILE COURT	19			
187	J. C. LOG CABIN	6			
188	HIDDEN VALLEY SCHOOL	2			
213	CA. ACADEMY OF SCIENCE	9			
221	CHIEF ADMIN. OFFICER	2			
223	C O R O N E R	5			
233	DEPT. OF ELECTRICITY	39			
243	PUBLIC ADMINISTRATOR	3			
245	REAL ESTATE	1			
255	REGISTRAR OF VOTERS	1			
261	TAX COLLECTOR	7			
265	WEIGHTS & MEASURES	10			
311	PURCHASING-MAIN OFFICE	4			
312	PURCH-CENTRAL SHOPS	40			
	DEPT. OF PUBLIC WORKS				
413	ARCHITECTURE	9			
415	BLDG. INSPECTION	44			
415.1	F.A.C.E. PROGRAM	5			
417	BLDG. REPAIR	112			
417.2	TRAFFIC PAINTING	27			
421	ENGINEERING	35			
423	GENERAL OFFICE	3			
424	PERSONNEL ADM.	3			
425	SEWAGE PUMPING	2			
427	SEWAGE TREATMENT	25			
429	SEWAGE REPAIR	120			
431	STREET CLEANING	106			
	PUBLIC HEALTH DEPARTMENT				
513	ADMINISTRATION	9			
525.1	COMM. DISEASE	2			
527	MILK & DAIRY	14			
531	FOOD & SANITARY INSP.	15			

ORGANIZATION CHART

PURCHASING DEPARTMENT

Chief Administrative Officer



Bureaus

Reproduction	Shops	Buying	Personnel & Accounts	Stores & Equipment
Blueprint and Reproduction Manager	City Shops General Supt.	Asst. Dir. of Purchasing & Services	Chief Clerk	Stores & Equipment Supervisor
1 Photographer	Asst. Supt. City Shops	3 Senior Purchasers	Budgets & Accts.	Stores & Equipment Asst. Supv.
1 Sr. Account Clerk	8 Foremen & Sub-Fore.	Purchasers	1 Accountant	Inventory-Sales
9 Misc. Technicians	1 Clerk Typist	7 Commodity Pur.	Personnel	4 Clerical
1 Typist	1 Sr. Account Clerk	2 Printing Pur.	1 Payroll & Per. Clerk	Stores
	1 Sr. Mgmt. Asst.	1 Asst. Pur. Term & Service Contracts	Bids	11 Sr. Storekeepers
	1 Account Clerk		1 Principal Clerk	21 Storekeepers
	28 Automot. Servicemen		7 Clerical	8 Asst. Storekeepers
	34 Machinists		Purchase Orders	1 Laborer
	22 Various Crafts		13 Clerical	

Coding

1 Supervisor
2 Clerical

A P P E N D I X

TABLE NO. 1
PURCHASE ORDERS PROCESSED

	<u>1971-1972</u>		<u>1972-1973</u>	
	<u>Purchase Orders</u>	<u>Amount</u>	<u>Purchase Orders</u>	<u>Amount</u>
General	15,448	\$ 10,956,693	15014	\$ 12,103,524
Education	10,157	5,085,424	9326	5,341,317
Health	6,441	4,437,323	5335	4,788,134
Utilities	6,102	4,948,538	5627	5,401,575
Total	38,148	\$ 25,427,978	35302	\$ 27,634,550

	<u>1971-1972</u>	<u>1972-1973</u>
Purchases by Encumbrance Request	\$ 37,860,397	\$ 49,261,958

Purchases through Contract Certification	\$ 1,061,552
---	--------------

GRAND TOTAL

\$ 77,958,060

TABLE NO. 2

EXPENDITURES

Comparisons of expenditures with original budget for
all appropriations except Personal Service for 1972-73.

<u>Account</u>	<u>Budgeted & Supplemented</u>	<u>Encumbered & Expended</u>	<u>Surplus</u>	<u>Deficit</u>
Contract Services 2.311.200.000	\$ 46647	\$ 55431	\$	8784
Materials & Supplies 2.311.300.000	14094	10582	3512	
Equipment 2.311.400.000	465	414	51	
Premium Official Bonds 2.311.812.000	7000	8716		1716
Premium Auto Insurance 2.311.813.000	82555	59158	30627	
Misc. Insurance 2.311.815.000	54825	54516	309	
Membership 2.311.854.000	866	847	19	
Total	\$ 206452	\$ 182424	\$ 35428	\$ 10500

10

3-74
2

PURCHASING DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
ANNUAL REPORT

Fiscal Year 1973-74

September, 1974

ANNUAL REPORT

PURCHASING DEPARTMENT

CITY AND COUNTY OF SAN FRANCISCO

The Department purchases materials and supplies, equipment and contractual services for all departments of the City and County, including City-owned utilities, the San Francisco Port Commission, the San Francisco Unified School District and the San Francisco Community College; repairs and maintains automotive and other equipment for the various departments, except Public Utilities, and for the School District as requested; operates a central reproduction bureau for departments requiring its services; transfers to other departments for use or sells equipment and supplies no longer useful to any department of the City; maintains a perpetual inventory of equipment in the various departments; and operates central stores of the Purchasing and various other departments.

In addition, advisory service is given to other departments by the Shops on equipment and mechanical problems and by the Bureau of Buying on new products, specifications and prices.

The Purchasing Department, during the fiscal year 1973-74, expended \$33,134,213 through Purchase Orders, \$53,824,210 through Encumbrance Requests and approximately \$2,518,652 through Certifications, for a total of \$89,477,075, an increase of \$11,519,015 over the previous year. Sales of Charters, Codes and other documents amounted to \$18,785.00.

The output of printing, mimeographing, microfilming, etc., by the Reproduction Bureau increased by 19% at only a 10% increase in Interdepartmental charges. This was due in part to new equipment, but also reflected increased efficiency due to new procedures and methods.

The Bureau of Central Shops furnished maintenance, repair and service for 2674 motorized units of the City-owned fleet, an increase of 162 units over the previous fiscal year. The total fleet is valued at approximately 7.6 million dollars.

The number of gallons of gasoline dispensed increased slightly over the previous year from 1,203,523 to 1,216,617, but is below the 1,261,047 gals. dispensed in 1971-72.

The Bureau of Central Shops is encountering a problem in maintaining repair and service because of the increase in the average age of the vehicles in the City fleet. As the vehicles become older, they need more and more repair each year.

The Bureau of Stores and Equipment staffs the City's major storerooms, maintains inventory control of City-owned equipment and is responsible for the sale of surplus City equipment and supplies. Sales of these items amounted to \$2,028,099 during the past fiscal year.

PERSONNEL

Authorized positions totaled 206 permanent in four bureaus. The Organization Chart is shown in the Appendix.

SUPERVISORY - June 30, 1974

Administrative

J. C. Gavin - Purchaser of Supplies
Helen E. McManis - Secretary
Phyllis Wagner - Sr. Clerk Typist

BUREAUS

Buying

R. Tecco - Asst. Director of Purchasing & Services - Bureau Head.
R.C. Erickson - Senior Purchaser (Buying Staff)
G.A. Clarke - Senior Purchaser (S.F. General Hospital)
G.F. Burket - Senior Purchaser (Specifications & Standardization)
C.J. Morrissey - Coding Supervisor (Acting) -(Retired 2-20-74)

Equipment and Supplies

J.H. Beck - Stores and Equipment Supervisor - Bureau Head
J.A. Frantz - Stores and Equipment Assistant Supervisor

Personnel and Accounts

Anna Gibbons - Chief Clerk - Bureau Head
Florence White - Principal Clerk
Peter Pan - Senior Accountant

Reproduction

Edward Fundis - Reproduction Manager - Bureau Head

Shops

A.M. Flaherty - General Superintendent of City Shops - Bureau Head
E.R. Rames - Assistant Superintendent of City Shops

SEPARATIONS:

Retired

<u>Name</u>	<u>Position</u>	<u>Approx. Years City Service</u>	<u>Date</u>
DeFilippo, Evelyn	Senior Clerk-Stenographer	15	7-1-73
O'Toole, Fredrick J.	Automotive Serviceman	17	7-1-73
Carboni, Grace J.	Assistant Purchaser	22	8-1-73
Wells, Leola J.	Senior Clerk-Typist	19	9-1-73
Morrissey, Charles J.	Coding Supervisor	31	2-20-74
Finerty, George, Sr.	Automotive Serviceman	18	5-1-74
Schneider, Francis	Automotive Machinist	22	6-25-74
Frisella, Joseph	Automotive Machinist	30	6-14-74

Died

Kopas, James	Storekeeper	6	11-6-73
Quinlan, John P.	Automotive Serviceman	30	1-26-74

WORK ACCOMPLISHED

The work accomplished in the fiscal year is described in more detail under the separate bureaus.

Recapitulation is as follows:

<u>Bureau</u>	<u>Unit</u>	<u>1972 - 73</u>	<u>1973 - 74</u>
Buying	Purchase Orders	35,302	35,681
	Amount	\$25,427,978	\$33,134,213
	Encumbrance Requests		
	Amount	\$49,261,958	\$53,824,213
	Contract Certifications		
	Amount	\$ 1,061,552	\$ 2,518,652
Stores and Equipment	Surplus Sales - Amount	\$54,167	\$ 2,028,099
	Major Stores Operated	11	11

WORK ACCOMPLISHED (Continued)

<u>Bureau</u>	<u>Unit</u>	<u>1972-73</u>	<u>1973-74</u>
Shops	Job Orders	8,970	9,251
	Expenditures	\$2,037,998	\$2,139,440
	Gasoline dispensed	1,023,523	1,216,017 gal.
Reproduction	Services rendered		
	Amount	\$ 227,000	\$ 256,000

BUREAU OF BUYING

The Bureau of Buying, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City departments, the San Francisco Unified School District and the San Francisco Community College District. As requisitions are received from the various City agencies, they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) are as follows:

I. BUYING - BIDS AND AWARDS

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

BUYING PERSONNEL

The buying staff consists of the following personnel:

- 1 - Assistant Director of Purchasing and Services
- 3 - Senior Purchasers
- 7 - Purchasers
- 2 - Purchasers (Printing)
- 1 - Assistant Purchaser

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment (OE 400 funds) is also spread throughout the buying staff to prevent an overload on any particular buyer.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedure; and in general to keep the staff apprised of the City-wide purchasing picture.

3. Although every effort is made to process requisitions as quickly as possible, delays do occur primarily for the following reasons:

- a. Constant turnover in Purchasing Department and requisitioning department personnel.
- b. Necessity for continuous training of personnel because of 3a above.
- c. Insufficient information furnished with requisition.
- d. Lack of promptness by departments in submitting requirements for annual contracts for timely bidding. This also applies for equipment that can be group purchased.

4. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The new form devised for this purpose makes it easier for departments to furnish desired information for bid purposes.

5. As time is available, personnel are assigned to:

- a. Review specifications, forms, and procedures.
- b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desirable. Term contracts added are as follows:
 - a. Bus Shuttle Service - Airport 68250
 - b. Maintenance Testing of Power Substation Units 77850
 - c. Printing Administrative Code Supplements 95300
 - d. Scavenger Service - Airport 84710
 - e. Subpoenaing, Copying Business Records 68500
 - f. Fittings, Cast Iron, Push-on Joints 76101

6. Whenever practical, term contracts are entered into for various services and commodities in general use by several departments or recurrently used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New Items are added as required.

7. Major purchases included the following:

Prop. #

116	Trucks - Various Departments	\$33,544.50
147	Police Motorcycles - Police	51,516.36
160	Sprocket and Chain Accessories - DPW - Water Pollution Control	57,516.36
176	Portable Streetcar Track Conversion - Railway	Monthly Lease
178	Mobile Transceiver - Electricity	17,496.00
179	Driver Education Trailer Simulators - SFUSD	Term Cont.
183	Transceiver, Portable - Electricity	16,164.00
217	Cardiopulmonary Resuscitator - Health	18,969.50
218	Tractor Loader (2) - Rec./Park	53,629.00
220	Truck Sewer Cleaning - Public Works	18,042.39
221	Truck, Eductor - Public Works	30,694.96
226	Motorcycles - Police	92,866.24
229	Loaders, Articulated - Rec./Park	18,404.49
233	Airport Rescue Vehicle - Airport	78,803.00
234	Gate Valves - Water Dept.	21,600.00
236	Fire Trucks - S.F.F.D.	132,233.00
242	Pump, Non-Clog - Public Works	10,232.00
243	Road Grader - Airport	27,750.00
250	Computer-Assisted Command and Control System - S.F.F.D.	1,575,864.00
260	Trucks - Various Departments	141,081.66
265	Street Sweepers - Public Works	105,740.00
266	Automobiles - Various Departments	115,538.68
267	Trucks - Various Departments	367,191.43
292	Viewer, X-Ray, Motorized - Health	413,953.60
322	Sewer Pump - Public Works	18,484.00
328	Asphalt Roller - Public Works	17,900.00
330	Trucks - Various Departments	121,301.58
336	Scooters - Police	14,672.00
347	Microfilming Bldg. Records - Public Works	260,625.00
349	Pavement Roller - Airport	15,372.00
369	Trucks - Various Departments	72,510.34
380	Manhole Frames & Covers - Hetch Hetchy	25,810.00
383	Pumps - Water Department	88,800.00
388	Railway Timber Ties - Railway	667,287.50
418	Trucks - Various Departments	101,441.71
429	Broadcast Transmitting System - SFUSD	21,000.00
441	Trucks - Various Departments	44,887.39
443	Street Sweeper - Public Works	35,658.00
444	Communication System for S.F. Zoo	54,276.00
471	Aircraft Noise Monitoring System - Airport	159,200.00

8. The commodity buyer for janitorial supplies is a permanent member of a committee for the evaluation of such products. The membership of the committee is comprised of the supervisors of custodial services from all City departments. The committee has been meeting monthly since October 1970 and much progress has been made in standardizing janitorial products. A primary example is in floor finish where a term contract has been established and the number of brands used throughout the City at any one time has been reduced from fifteen to one. A system of extensive testing of all janitorial products has been instituted by the committee and interested parties are encouraged to submit their products for testing.

CODING DIVISION

The Coding Division, under the Bureau of Buying, continues the development of the material and supplies identification coding system. The system is now used by all requisitioning departments.

Considerable savings to the City in money, material, delivery time, and much follow-up correspondence has been realized from the inspection, by the Coding Section, of all incoming requisitions for material, supplies and equipment. By checking the Purchaser's item identification code number against the item and description, discrepancies are discovered in part numbers, sizes, prices, quantities, etc. These errors are corrected by coding and the involved department notified.

In our system, we have a group and class covering the casting of various parts used on certain City equipment. We are investigating the possibility of reactivating this type of procurement on certain items, which could possibly result in a considerable savings to the City as well as providing an additional source of supply. Involved departments as well as vendors have been notified and are assisting in the project.

Because of constant change in personnel throughout the City departments, we have developed sample requisitions for those new employees who will be required to write their department material and supplies requisitions. This method, plus our regular instructional procedures, will help them considerably.

Due to the many requests for new code numbers and the cancellation of certain codes by the departments, constant changes and additions have been made. The departments affected by these changes have been notified.

The Coding Division lost half of its strength on the retirement of the Coding Supervisor in early 1974. The many man-hours and long years spent in establishing the coding system is in jeopardy, since funds for his replacement have been frozen. With the anticipated retirement in early 1975 of the other member of the Coding Division, this most beneficial service to the City will have to be curtailed or discontinued. Present department strength does not allow shuffling of personnel from other equally critical operations.

BUREAU OF PERSONNEL AND ACCOUNTS

Anna Gibbons - Chief Clerk
Florence White - Principal Clerk

Traveling Requisitions:	Monthly Repetitive Purchase Orders are processed in quantity on a repeat basis. These are large numbers of requisitions as used by Public Health, Public Utilities, Public Works, Purchasing, Recreation and Park, Schools, Sheriff, Library, Controller, S.F. Community College, Airport and Port Commission.
Purchase Orders:	Purchase orders are prepared by a Xerox process directly from the Requisition, thus assuring accuracy and speed of processing.
Tabulation of Bids:	A microfilmed record of all bids received by Purchasing.
Requisition Register:	Cumulative runs of this register are made daily, weekly and monthly and are indispensable in locating requisitions processed for purchase order.
Vendor Index:	An alphabetical listing of purchase orders by Vendor kept on a continual basis.
Codes on Purchase Orders:	Use of Vendor Location Code, Buyer Code and Commodity Code continual.
Bid Index:	An informational source document showing all bid items on a commodity basis.

The number of purchase orders to be prepared is not constant, chiefly due to the fact that requisitions do not flow into the department in a uniform manner. Consequently, there are times when a high production may be desired when personnel is depleted by vacations (which cannot be spread over the normal vacation period due to conditions beyond our control), sickness, or otherwise. Our very limited temporary funds must be used in even more critical areas and at more critical times/

Sales of Charters, Codes and other documents increased from \$16,946.00 in 1972-73 to \$18,785.00 in 1973-74.

	1972-73	1973-74
Discounts earned amounted to:	\$84,577.56	\$74,868.66

Bureau of Personnel and Accounts (Continued)

The Accounting Section is responsible for the department budget; encumbrance requests for contractual services for general office and reproduction; quarterly sales tax returns; monthly fuel use tax returns; monthly gas and oil distribution reports; processing of inter-departmental work orders; security of counter sales funds; departmental revolving fund purchases; departmental pay check distribution; and regular accounting duties.

BUREAU OF STORES AND EQUIPMENT

The Bureau of Stores and Equipment operates and maintains a central warehouse and storerooms in various City Departments; receives and issues materials, supplies and equipment for all departments of the City and County of San Francisco. This Bureau arranges for the sale of and sells surplus and obsolete personal property belonging to the City; exchanges equipment between departments and maintains a perpetual inventory of all materials purchased for the City and County of San Francisco. The Bureau maintains control of the entire automotive fleet, including the listing, insurance and the reporting of all accidents.

The following locations are staffed and operated by the Bureau of Stores and Equipment:

<u>Name and Location</u>	<u>Type</u>	<u>Amount of Inventory</u>
Central Warehouse - 15th & Harrison Sts.	Stationery	\$ 12,979.68
	Janitorial Supplies	7,990.64
	4000 Cases Foodstuffs	
	Misc. Furniture	
	Pipe, etc.	
Dept. Public Works - 2323 Army St.		151,000.00
Water Department - 1990 Newcomb Ave.		523,769.54
Hetch Hetchy - Moccasin, Calif.		49,876.43
S.F. Intl. Airport - So. San Francisco		57,481.32
Municipal Railway - 24th & Utah Sts. and 2 sub-stores General Stores) Washington & Mason) Potrero and one sub-store		349,541.18
		352,159.79
		127,414.20
Health Dept. - S.F. General Hospital, 22nd & Potrero		239,837.00
		451,691.00
Recreation & Park - Laguna Honda Hospital, 7th & Dewey		39,470.00
Dept. Electricity - Golden Gate Park		74,974.89
Sheriff - 901 Rankin St.		153,526.57
Central Shop Store - Hall of Justice Garage (Sub-Store)		38,045.00

* Storage only - Amount included with departmental inventory

BUREAU OF STORES AND EQUIPMENT - Continued

PERSONNEL

The Sales, Inventory and Stores Division is staffed by the following:

	1 Stores and Equipment Supervisor
	1 Stores and Equipment Assistant Supervisor
	1 Senior Clerk-Stenographer
	1 Senior Clerk-Typist
	2 Inventory Clerks
	12 Senior Storekeepers
	20 Storekeepers
	<u>9</u> Assistant Storekeepers
TOTAL	47

SALES DIVISION

Fifteen sales were conducted during the fiscal year under the authority of Section 88 of the Charter. Sales activities included legal research into various aspects of different sales, preparation of sales, inviting interested buyers to bid, opening and awarding of bids, collecting and depositing all money received from buyers with the City Treasurer and keeping records of correspondence relative to the sales.

The total revenue from the sales of 1973-74 was \$2,028,099.38.

A general breakdown of the sales is as follows:

IBM Cards, Waste Paper	\$ 4,589.96
Sacks, Containers	66.43
Grease and Bones	2,419.04
Steel Drums	208.00
Elec. Crane Car	1,119.32
Scrap Metal	9,266.24
Scrap Iron	5,837.15
Cars - Trucks	19,581.05
Computers	1,976,269.50
Fire Hose	2,042.83
X-Ray Film	5,791.57
Fire Extinguishers	820.68
Drain Oil	86.61
Miscellaneous	1.00

BUREAU OF STORES AND EQUIPMENT - Continued

INVENTORY DIVISION

This division has the assignment of maintaining the Equipment Inventory of all City Departments; the investigation and reports to the Board of Supervisors on lost, damaged, or stolen items of equipment. We conducted surveys of Departments and updated the Perpetual Inventory Records. A physical inventory of equipment in Model Cities Agencies was continued during the fiscal year.

We estimated or secured estimates from moving concerns for various moves required by City Departments or Agents. We recommend procedure, confer and set the dates and requirements for moving or other liason detail.

The accumulation of various Waste materials, such as Waste paper (office records, Tab Cards (I.B.M.), X-Ray film, and miscellaneous scrap metal is gathered up by this Division for arrangement of disposal by sale. Surplus furniture and equipment that has further use is made available to other City Departments by transfer. We pick-up and deliver surplus equipment and provide delivery of office supplies to City departments.

BUREAU OF STORES AND EQUIPMENT - Continued

STORES DIVISION

The Stores Division has had the following personnel changes during the past fiscal year: We received from the lists a 1934 Storekeeper who was assigned to S.F. General Hospital; a 1936 Senior Storekeeper was appointed to the Airport storeroom; a 1934 Storekeeper was appointed to Central Shops storeroom. A 1932 storekeeper left the S.F. General Hospital to accept a call as a Muni bus operator. A 1920 Inventory Clerk resigned from the Central Warehouse. These changes were during the month of August.

During September a 1934 Storekeeper was given a 1936 Senior Storekeeper temporary appointment to the Muni Potrero Store. A laborer's job at the Central Warehouse was reclassified when the employee retired, and a new classification of 1932 Assistant Storekeeper was assigned to this job.

In the month of October two recently vacated jobs were filled: one, a 1920 Inventory Clerk from the list was placed at Central Warehouse and a 1932 Assistant Storekeeper was sent to S.F. General Hospital.

In November a very worthy and efficient 1934 Storekeeper, James Kopas, passed away. From the lists we received a 1934 Storekeeper assigned to the Park Storeroom and another 1934 was placed at the Muni 24th & Utah Sts. Storeroom, together with a 1932 Assistant Storekeeper (temporary) assigned to the Laguna Honda Hospital Storeroom.

During December, after being vacant for some time, we were fortunate to receive from the list a 1446 Senior Clerk Stenographer giving us a full complement of employees at the Central Warehouse office.

In January the temporary Muni - Potrero 1936 Senior Storekeeper position was made a permanent appointment.

A 1932 Assistant Storekeeper (temporary) position was made permanent in February, and a 1934 Storekeeper on probation who failed to pass was returned to his former position as a 1932 Assistant Storekeeper.

A position as a 1934 Storekeeper was filled in April at the Central Shops storeroom. A 1934 Storekeeper left the Muni- Ocean Ave. store to accept an appointment as a truck driver for the Department of Public Works.

In May a vacancy for a 1934 Storekeeper position was filled at the Muni - Potrero store.

During June a 1932 Assistant Storekeeper left to accept an appointment as a 9102 Car Cleaner for the Muni and another 1932 from S.F. General Hospital accepted a promotion to the School Department as a 7550 Furniture Serviceman. Retiring also was John Spittle, a long time and efficient

BUREAU OF STORES AND EQUIPMENT - Continued

1934 Storekeeper who was assigned to the Kirkland Muni Bus facility.

GENERAL:

Plans are going ahead for the new consolidated bus repair facility at 22nd and Indiana Sts. which will include modern and efficient storeroom facilities to replace the 24th & Utah Sts. Muni installation.

Also in the planning stage is the replacement of the streetcar repair shops of the Muni at Ocean Avenue with new storerooms to serve this location.

The new S.F. General Hospital is well on its way towards completion with its centrally located storeroom to replace the many and widely scattered small storage locations in the old hospital.

New record keeping and reporting under the California Occupational Safety and Health Act of 1973 were instituted in the various stores facilities.

Safety literature and other suggestions and advice were relayed to the storekeeping personnel on a continuing basis at the various storerooms of the Bureau of Stores and Equipment of the Purchasing Department.

REPRODUCTION BUREAU

The Reproduction Bureau provides centralized service to all City Departments for photography, offset printing, mimeographing, blueprinting, microfilming and self service copiers.

Funds to operate the Bureau are provided by Work Orders from the Departments. There were many increases in the price of supplies and contractual services within the past year. These coupled with increases in the amounts of forms and reports and increased complexity work required brought our charges up from \$227,000 in 72-73 to \$256,000 in 73-74; an increase of twelve per cent. Overall production remained approximately the same, although, there is a steady increase in the number of short run jobs on offset. 100 copies of ten originals takes longer than 1000 copies of one, but, in our statistics, we show 1000 on both.

We have succeeded in getting more plates per roll of Itek platematerial and still the use has gone up; 70-71 - 70 rls, 71-72 - 80 rls, 72-73 - 88 rls, 73-74 - 96 rls. This shows an increase in the number of short run jobs, something not reflected in our statistics.

Warren Wong, for many years the Sr. Offset Machine Operator and for a time Manager, left to take another position. His skills and experience are still missed.

Frank Alberico retired after 25 years as Sr. Blueprint Operator. He took with him a considerable fund of knowledge that was very valuable.

Several pieces of equipment are showing signs of wear and have required considerable service and parts. We look forward to replacement of worn and obsolescent equipment.

The price of wet process blueprint paper increased 67% this year. The overall cost of blueprints is rising and the departments are advised (again) to seek alternatives.

Over the past two years or so, we improved the turn-around time. As a result, many departments have come to expect quicker service. Frequently, because of heavy workloads (which rise and fall unpredictably) we can not meet that expectation. It is suggested that departments plan their reproduction needs as far ahead as possible.

BUREAU OF SHOPS

FIRE APPARATUS SHOP

ELECTRIC SHOP
PATTERN SHOP
PAINT SHOP
UPHOLSTERY SHOP

TRUCK (HEAVY EQUIPMENT) SHOP

QUINT ST. GAS STATION
19th AVENUE GAS STATION
QUINT ST. TIRE SHOP
DEPARTMENT OF ELECTRICITY GARAGE
ARMY ST. (D.P.W.) STATION

AUTOMOTIVE SHOP

HALL OF JUSTICE STATION

RECREATION & PARK SHOP

CONCLUSION

FISCAL STATEMENT

FISCAL CHART

ORGANIZATIONAL CHART

VEHICLE INVENTORY CHART

BUREAU OF SHOPS

THE CENTRAL SHOPS, AND ALLIED FACILITIES, PROVIDE NECESSARY MECHANICAL MAINTENANCE AND REPAIR SERVICE FOR ALL CITY DEPARTMENTS AND BUREAUS, EXCEPT PUBLIC UTILITIES.

IN ADDITION, IT IS THE RESPONSIBILITY OF THE BUREAU TO INSPECT, APPRAISE, AND MAKE RECOMMENDATIONS ON ALL CITY OWNED VEHICLES CONTEMPLATED FOR REPLACEMENT; AID THE VARIOUS DEPARTMENTS IN THE WRITING OF VARIOUS SPECIFICATIONS; AND TO RECEIVE AND APPROVE ALL NEW VEHICLES DELIVERED TO THE CITY AND COUNTY OF SAN FRANCISCO.

ADMINISTRATION AND MAJOR REPAIR FACILITIES ARE LOCATED AT THE CENTRAL SHOPS, 800 QUINT STREET.

OTHER CENTRAL SHOPS OPERATIONS INCLUDE GOLDEN GATE PARK SHOP, PROVIDING MAINTENANCE FOR RECREATION AND PARK DEPARTMENT EQUIPMENT; HALL OF JUSTICE SERVICE STATION, WHERE FUEL AND LUBRICANTS ARE PROVIDED FOR POLICE AND OTHER CITY CARS, ALONG WITH INSPECTION AND LIGHT MAINTENANCE FOR POLICE VEHICLES. DEPARTMENT OF PUBLIC WORKS, ARMY STREET YARD, WHERE FUELS, LUBRICANTS, PREVENTIVE MAINTENANCE AND INSPECTION IS PROVIDED PUBLIC WORKS VEHICLES. 19th AVENUE PUBLIC WORKS STATION, HEALTH DEPARTMENT GARAGE AND DEPARTMENT OF ELECTRICITY GARAGE.

ADMINISTRATION OF THE SHOPS, UNDER THE PURCHASER OF SUPPLIES, IS THE DIRECT RESPONSIBILITY OF MR. ALBERT M. FLAHERTY, GENERAL SUPERINTENDENT, AIDED BY MR. EDMOND A. RAMES, CITY SHOPS ASSISTANT SUPERINTENDENT.

THE CENTRAL SHOPS, QUINT STREET OPERATION, HAS FOUR MAIN MAINTENANCE SHOP AREAS. THEY ARE 1) AUTOMOBILE, 2) TRUCK, 3) FIRE APPARATUS, 4) MACHINE; AND THE FOLLOWING AUXILIARY SHOPS: BLACKSMITH, PATTERN AND LADDER SHOP, PAINT, HOSE, UPHOLSTERY, BODY AND FENDER, TIRE, AND SERVICE STATION.

ALONG WITH THE RESPONSIBILITIES FOR THE MAINTENANCE AND REPAIR OF MECHANICAL EQUIPMENT IN SCHOOL BUILDINGS, SEWAGE PLANTS, PUMPING STATIONS, PUBLIC BUILDINGS, ETC., THE SHOPS MAINTAIN 2674 MOTORIZED UNITS OF THE CITY OWNED FLEET. THESE VEHICLES AND MACHINES ARE VALUED AT APPROXIMATELY 7.6 MILLION DOLLARS.

THE BUREAU IS STAFFED WITH 103 PERMANENT EMPLOYEES, OF WHICH 83 ARE INTERDEPARTMENTAL. FOUR (4) CRAFTSMEN, EMPLOYED THESE PAST SEVERAL YEARS WITH EXTRA FUNDS, WERE DECLARED PERMANENT BY ACTION OF THE CIVIL SERVICE COMMISSION, THIS PAST FISCAL YEAR. THEY CONSIST OF ONE (1) 7309 - CAR & AUTO PAINTER, ONE (1) 7381 - AUTOMOTIVE MECHANIC AND TWO (2) AUTOMOTIVE MACHINISTS. ONE (1) 7381 - AUTOMOTIVE MECHANIC (TEMPORARY) WAS ASSIGNED LATE IN THE FISCAL YEAR, TO PREVENTIVE MAINTENANCE AND SERVICE OF POLICE MOTORCYCLES. THIS POSITION WAS FUNDED BY A WORK ORDER BUDGETED THROUGH THE POLICE DEPARTMENT. ONE (1) 7313 - AUTOMOTIVE MACHINIST (TEMPORARY) WAS ASSIGNED TO THE RECREATION AND PARK DEPARTMENT SHOP DURING THE SECOND HALF OF THE FISCAL YEAR WITH WORK ORDER FUNDS PROVIDED BY THAT DEPARTMENT.

FIRE APPARATUS SHOP

THE FIRE SHOP IS STAFFED WITH EIGHT AUTOMOTIVE MACHINISTS, THREE METAL-SMITHS, THREE PAINTERS, TWO PATTERN MAKERS, ONE BODY AND FENDER MAN AND ONE AUTOMOTIVE SERVICEMAN.

ONE FOREMAN, MR. A. DEL NEGRO AND ONE SUB-FOREMAN, MR. RAY MONTI, OVERSEE AND CONTROL THE MAINTENANCE AND REPAIR OF ALL APPARATUS AND EQUIPMENT USED BY OUR FIRE FIGHTING FORCE.

THIS SHOP PROCESSED A TOTAL OF 1095 MAJOR JOBS THROUGH VARIOUS WORK AREAS FOR THE YEAR. 874 UNITS OF FIRE APPARATUS WERE REPAIRED AND RETURNED TO SERVICE.

THE FIELD SERVICE MAN RESPONDED TO 1982 SERVICE CALLS AND COMPLETED 1612 REPAIRS IN FIRE HOUSES WITHOUT NECESSITATING THE APPARATUS BEING OUT OF SERVICE FOR ANY APPRECIABLE TIME.

SHOP PERSONNEL RESPONDED TO 127 BATTERY SERVICE CALLS IN THE FIELD AND LUBRICATED AND SERVICED 283 UNITS OF FIRE APPARATUS IN THE SHOP.

ONE AUTOMOTIVE MACHINIST IS ASSIGNED TO THE SAN FRANCISCO AIRPORT. HE REPAIRS AND MAINTAINS ALL THE APPARATUS AND EQUIPMENT USED BY OUR FIRE FIGHTING FORCES AT THE AIRPORT.

INCLUDED IN THE TOTAL JOBS COMPLETED FOR THE FIRE DEPARTMENT WERE:

- 8 MAJOR ENGINE OVERHAULS
- 135 MINOR ENGINE OVERHAULS AND/OR REPAIRS
- 172 FIRE PUMP GATES, GAUGES, VALVES, ETC.
- 6 FIRE PUMP MODIFICATIONS - PRESSURE RELIEF VALVES
- 4 MAJOR PUMP OVERHAULS - SUCTION SCREENS AND FOREIGN PARTICLES THROUGH IMPELLERS
- 8 TRANSMISSION OVERHAULS
- 18 CLUTCH REPLACEMENTS
- 234 BRAKE REPAIRS - RELINE - AIR COMPRESSORS - AIR LEAKS - AIR GOVERNORS
- 86 COMPLETE ENGINE TUNE-UPS
- 92 CHASSIS REPAIRS
- 37 AERIAL REPAIRS
- 5 PIECES OF APPARATUS CANNIBALIZED FOR PARTS
- 55 RADIATOR REPAIRS
- 13 WATER TANKS - SAND BLAST - WELD TANKS AND COAT WITH RUST RESISTANT EPOXY

ONE AMERICAN LA FRANCE AERIAL TRACTOR RE-POWERED WITH A DETROIT DIESEL 6-71 ENGINE, COUPLED WITH AN ALLISON AUTOMATIC HT70 TRANSMISSION. TRACTOR UP-DATED AND RE-FITTED WITH COMPARTMENTS AND CAB TOP.

MAJOR PROJECT COMPLETED THIS FISCAL YEAR BY THE FIRE APPARATUS SHOP WAS THE OUTFITTING AND PLACING IN SERVICE, 13 PUMPERS, 4 AERIALS, 1 SNORKEL AND 4 MINI-PUMPERS (GRASS BURNING UNITS).

ELECTRIC SHOP - 243 ELECTRICAL REPAIRS

GENERATORS, ALTERNATORS, REGULATORS, STARTERS, SIRENS, REVOLVING LITES. ALSO REPAIRS AND OVERHAULS SMALL EQUIPMENT SUCH AS CHAIN SAWS, METAL AND CEMENT CUTTING SAWS, ELECTRIC POWER PLANTS, HIGH INTENSITY SPOT LITES,

CORDS, BATTERY CHARGERS, SMALL WATER PUMPS, WATER VACUUM PUMPS, ETC.

PATTERN SHOP

REPAIRED 63 LADDERS - MADE 15 NEW LADDERS, 12 NEW PATTERNS, 36 GLEASON SADDLES (NEW EQUIPMENT) AND 60 CHOCK BLOCKS (NEW EQUIPMENT).

INSPECTION OF THE FIRE DEPARTMENT LADDERS IS MADE BY THE PATTERN SHOP IN THE FIELD. ANY LADDER THAT DOES NOT COME UP TO SPECIFICATIONS IS REPLACED AND BROUGHT TO THE SHOP FOR REPAIRS AND RE-FINISHING. INCLUDED ARE CROUCH POLES, PIKE POLES AND CEILING HOOKS.

REPAIRED OLD AND DAMAGED PATTERNS, MODIFIED OLD PATTERNS AND MADE UP NEW PATTERNS FOR OTHER DEPARTMENTS AND SUB-SHOPS.

MADE UP NEW PATTERNS FOR ROCKER TYPE HOSE BUTT WRENCHES.

THIS SHOP ALSO MADE VARIOUS SIZE BLOCKS AND WEDGES, PEGS, SMALL TOOL AND EQUIPMENT BOXES, COMPARTMENT PARTITIONS, DUCK BOARDS, HOLDERS, CABINETS AND REPAIRED FURNITURE.

PAINT SHOP

TOUCH UP AND SPOT PAINT ALL ACCIDENT REPAIRS INCLUDING LETTERING AND GOLD LEAF. ITEMS MADE IN THE PATTERN SHOP AND BLACKSMITH SHOP, ALSO MOTOR PARTS AND ASSEMBLIES FROM THE MAIN FIRE SHOP.

INCLUDED ARE - 53 LADDERS REFINISHED, 3 FIRE ENGINES COMPLETE, 12 D.P.W. VEHICLES COMPLETE, 25 STREET CLEANING BUGGIES, 15 STREET TOOL BOX TRAILERS, 4 STREET REPAIR TOOL HEATERS, 3 AERIAL LADDERS AND 180 REPAIR AND SPOT PAINT (ACCIDENTS).

METALSMITH SHOP

MANUFACTURED NEW TOOLS, REPAIRED DAMAGED TOOLS. REPAIR VEHICLE BODIES, TRAILERS, STRAIGHTEN BUMPERS, METAL LADDERS, BRACKETS, HOSE FITTINGS AND ADAPTERS, HIGH PRESSURE VALVES, VALVE STEMS, WATER KEYS, WRENCHES, CASTINGS, ETC.

MAKE NEW METAL COMPARTMENTS, PARTITIONS, BOXES, AERIAL TILLER CABS, CONSTRUCTION OF NEW RUNNING BOARDS, DOORS AND CHASSIS PARTS. WELDING OF BRACKETS, TOOLS, VALVE AND FITTINGS, PIPE AND FLANGES, MACHINERY AND MACHINERY PARTS FOR OTHER DEPARTMENTS.

ALSO REPAIRED IN THIS SHOP, ARE THE FIRE APPARATUS ACCIDENTS.

UPHOLSTERY SHOP

FABRICATED ARE BELTS AND STRAPS FOR ALL PURPOSES USED BY THE FIRE DEPARTMENT. COMBINATION BELTS WORN BY FIREMEN TO HOLD AXES, FLASHLIGHTS, HYDRANT WRENCHES, AND HOSE WRENCHES. FIREMAN SAFETY BELTS, LADDER BELTS AND EQUIPMENT HOLD DOWN BELTS.

MAKE UP AND REPAIR WATERPROOF COVERS FOR FIRE DEPARTMENT EQUIPMENT. VARIOUS SIZE CANVAS AND STRAPS, LIFE NET, STOKES BASKETS, ETC.

REPAIR AND UPHOLSTER SEATS FOR ALL SHOPS.

REPAIR AND FABRICATES LEATHER BOXES FOR WALKIE-TALKIE RADIOS USED BY SFPD AND SFFD.

TRUCK (HEAVY EQUIPMENT) SHOP

THE FUNCTION OF THIS CENTRAL SHOPS UNIT RANGES FROM MINOR PREVENTIVE MAINTENANCE THROUGH MAJOR RE-CONSTRUCTION AND REBUILDING OF ENGINES, BODIES, CHASSIS MEMBERS, HYDRAULIC SYSTEMS AND AUXILIARY APPURTENANCES MOUNTED ON A WIDELY DIVERSIFIED AND HIGHLY SPECIALIZED FLEET OF HEAVY DUTY MOTORIZED EQUIPMENT.

A PARTIAL LIST OF EQUIPMENT SERVICED HERE INCLUDES TRACTORS, PAVING LAYERS, ROAD SCRAPERS, ROLLERS, FORK LIFTS, CRANES, SEWER EDUCTORS, MECHANICAL SWEEPERS, AIR COMPRESSORS, BACK HOES, CORE DRILLERS, PAVING SAWS, ASPHALT BURNERS, CONSTRUCTION DEVICES LARGE DUMP TRUCKS, TANKERS, VANS AND PASSENGER BUSES.

MR. ARTHUR CHIN, TRUCK SHOP FOREMAN, SUPERVISES THIS AREA, STAFFED BY ELEVEN AUTOMOTIVE MACHINISTS AND SIX AUTOMOTIVE SERVICEMEN.

DURING THE YEAR THIS SECTION COMPLETED 1896 JOB ORDERS. A PARTIAL LIST OF THE WORK PERFORMED IS AS FOLLOWS:

- 9 - ENGINES COMPLETELY REBUILT
- 64 - ENGINES OVERHAULED
- 294 - BRAKE SYSTEMS OVERHAULED
- 105 - RADIATOR AND COOLING SYSTEMS OVERHAULED
- 15 - BODY RECONSTRUCTION JOBS (ACCIDENTS)
- 87 - STARTERS REBUILT
- 99 - ALTERNATORS/GENERATORS REBUILT
- 116 - TRANSMISSION REPAIRS
- 227 - MOTOR TUNE-UPS
- 12 - NEW AMBULANCES WERE DELIVERED TO THE CENTRAL SHOPS FOR USE IN THE EMERGENCY HOSPITAL SERVICE. DUE TO THE DEMANDS OF OF THE SERVICE AND UNIQUE TOPOGRAPHY OF OUR CITY, IT BECAME NECESSARY TO MAKE SOME EXTENSIVE MODIFICATIONS ON THE VEHICLES. THIS WAS ACCOMPLISHED THROUGH THE EXPERTISE OF THE SHOP STAFF AND WITH THE COOPERATION OF THE MANUFACTURER.

IN ADDITION THE TRUCK SHOP, THROUGH ITS SUPERVISORY STAFF, IS RESPONSIBLE FOR THE OPERATIONS AT FOUR OTHER SUB-SHOPS AS FOLLOWS:

QUINT STREET GAS STATION

GASOLINE DISPENSED	142,700 GALLONS
OIL DISPENSED	13,010 QUARTS
VEHICLES LUBRICATED	1,217

19th AVENUE GAS STATION

GASOLINE DISPENSED	49,268 GALLONS
OIL DISPENSED	1,587 QUARTS
VEHICLES LUBRICATED	60

QUINT STREET TIRE

NEW TIRES MOUNTED AND RE-CAPS MOUNTED	1,793
TIRE REPAIRED	537
ROAD CALLS (TIRE SERVICES)	260

DEPT. OF ELECTRICITY (GARAGE)

LUBES AND SERVICES	221
ROAD CALLS (TIRES, STALLS, ETC.)	47

ARMY STREET (DPW) STATION

THIS SERVICE FACILITY IS LOCATED IN THE D.P.W. MAINTENANCE YARD AT 2323 ARMY STREET.

ITS FUNCTION IS TO PROVIDE MINOR MAINTENANCE AND REPAIRS, PREVENTIVE MAINTENANCE AND FUELS AND LUBRICANTS TO THE FLEET OF THE DEPARTMENT OF PUBLIC WORKS AUTOMOTIVE EQUIPMENT. SERVICES ARE AVAILABLE FROM 7:00 A.M. TO MIDNIGHT, FIVE (5) DAYS PER WEEK.

THE STATION IS STAFFED WITH ONE AUTOMOTIVE MACHINIST, FOUR AUTOMOTIVE SERVICEMEN AND ONE SUB-FOREMAN, MR. ELMER BRYDEN.

THE FISCAL YEAR SAW 2334 VARIOUS REPAIR AND SERVICE JOBS COMPLETED. 297,180 GALLONS OF GASOLINE WERE DISPENSED ALONG WITH 1,329 GALLONS OF KEROSENE, 3,778 GALLONS OF LUBE OIL AND 508 GALLONS DIESEL FUEL.

MACHINE SHOP

THE MACHINE SHOP IS ANOTHER VITAL BRANCH OF THE CENTRAL SHOPS. STAFFED WITH NINE MAINTENANCE MACHINISTS SUPERVISED BY MR. JOHN RAOS, THE SHOP FOREMAN.

THE PRINCIPAL FUNCTION OF THIS UNIT IS THE MANUFACTURE OF NEW AND REPLACEMENT PARTS FOR MACHINERY AND MECHANICAL EQUIPMENT OF ALL TYPES INCLUDING THE REPAIR, SERVICEING, ADJUSTMENT, FITTING AND ASSEMBLY OF THE ABOVE CLASSES OF EQUIPMENT IN THE FIELD, AS WELL AS IN THE SHOP.

THREE FULLY EQUIPPED MOBILE UNITS ARE ON CALL TO SERVE THE NEEDS OF VARIOUS CITY DEPARTMENTS AND INSTALLATIONS, SUCH AS THE PUBLIC SCHOOLS WHERE OUR MACHINISTS MAINTAIN, REPAIR AND SERVICE THE HEATING AND VENTILATING MACHINERY, CLASSROOM MACHINE TOOLS AND EQUIPMENT OF THE INDUSTRIAL ARTS SHOPS.

IN ADDITION, OUR MACHINISTS MANUFACTURE AND MAINTAIN THE HIGHLY SPECIALIZED TOOLS AND EQUIPMENT USED BY OUR FIRE FIGHTING FORCES, INCLUDING THE FIRE DEPARTMENT PUMPING STATIONS AND THE HIGH PRESSURE WATER SYSTEM. THE SHOP IS ALSO RESPONSIBLE FOR THE DISTRIBUTION, MAINTENANCE AND REPAIR OF FIRE HOSE AND FITTINGS. 29000 FT. (APPROX. 5½ MILES) OF NEW HOSE WAS TESTED, LABELED AND DISTRIBUTED THROUGHOUT THE CITY. 20000 FT. WAS RESTORED TO SERVICE AFTER REPAIRS. 37 AUTOMATIC FIRE HOUSE DOORS WERE REPAIRED AND ADJUSTED DURING THE FISCAL YEAR.

ANOTHER VITAL FUNCTION OF THIS SHOP IS THE MAINTENANCE AND REPAIR OF THE MECHANICAL EQUIPMENT RELATED TO THE CITY'S SEWAGE DISPOSAL SYSTEM OF THE DEPARTMENT OF PUBLIC WORKS, WHERE 4 OF OUR MACHINISTS ARE ASSIGNED FULL TIME MAKING PARTS, ADJUSTMENTS AND REPAIRS TO A WIDE VARIETY OF MACHINERY IN THE CITY'S THREE TREATMENT PLANTS AND TEN PUMPING STATIONS IN ADDITION TO THE GOLDEN GATE PARK WATER RECLAMATION AND IRRIGATION SYSTEM AND RECREATION FACILITIES.

A TOTAL OF 940 JOB ORDERS WERE PROCESSED THROUGH THIS CENTRAL SHOPS UNIT DURING THE FISCAL YEAR ENDING JUNE 30, 1974. MANY OF WHICH WERE OF AN EMERGENCY NATURE AFFECTING THE CITY'S PUBLIC HEALTH, SAFETY AND GENERAL SERVICES.

AUTOMOTIVE SHOP

THE SHOP IS STAFFED WITH EIGHT AUTOMOTIVE MECHANICS, TWO AUTOMOTIVE SERVICEMEN AND ONE AUTOMOTIVE MACHINIST FOREMAN, MR. EO FRANKE.

THE AUTOMOTIVE SHOP IS RESPONSIBLE FOR REPAIR AND MAINTENANCE OF 1289 CITY OWNED VEHICLES, WHICH INCLUDE BOTH PASSENGER AND LIGHT TRUCKS TO 3/4 TON CAPACITY. OTHER VEHICLES MAINTAINED BY THIS SHOP ARE 19 HONDA 125 C.C. TRAIL BIKE'S FOR POLICE, PARK AND BEACH PATROL, 40 VESPA 150 C.C. MOTOR SCOOTERS FOR POLICE PATROLLING, 8 CUSHMAN THREE WHEEL CYCLES FOR TRAFFIC UNITS AND 8 VEHICLES FOR DRIVER TRAINING.

MAJOR PROJECTS ACCOMPLISHED WERE THE OUTFITTING OF 37 POLICE UNDERCOVER VEHICLES, 40 POLICE PATROL UNITS WITH SPECIALLY MANUFACTURED SECURITY PARTITIONS, HIDDEN REAR DOOR LOCKS, SIRENS, ROOF LIGHT BARS AND LARGE IDENTIFICATION NUMBERS ON THE ROOF FOR VEHICLE COMMUNICATION WITH POLICE HELICOPTERS. TWENTY USED VEHICLES PURCHASED FROM A LEASE COMPANY WERE OUTFITTED FOR THE FIRE DEPARTMENT WITH ROOF LIGHTS AND SIRENS. FOUR VEHICLES FOR THE SHERIFF DEPARTMENT WERE OUTFITTED WITH ROOF LIGHTS AND SECURITY SCREENS FOR PRISONER CONTROL AND DRIVER PROTECTION. NEW VEHICLES OUTFITTED FOR VARIOUS OTHER DEPARTMENTS TOTALLED 218.

THE AUTOMOTIVE SHOP REMAINS CERTIFIED AS "OFFICIAL MOTOR VEHICLE POLLUTION CONTROL DEVICE INSTALLATION AND INSPECTION STATION" AND "OFFICIAL HEADLAMP ADJUSTING STATION".

A NEW "MARQUETTE EXHAUST EMISSION ANALYZER" ALONG WITH OUR SUN ELECTRONIC ENGINE TESTER WILL ENABLE OUR MECHANICS TO TUNE AND ADJUST TO FACTORY AND AIR POLLUTION SPECIFICATIONS.

A TOTAL OF 204 TURN-IN VEHICLES WERE STRIPPED OF REUSABLE EQUIPMENT AND MADE READY FOR SALE.

THE TOTAL NUMBER OF COMPLETED JOBS THIS YEAR WERE 3588, NOT TO INCLUDE SPECIAL OUTFITTING OF NEW VEHICLES. A LISTING OF COMPLETED JOBS ARE 734 BRAKE JOBS AND SAFETY INSPECTION OF DRUMS, WHEEL CYLINDERS AND HYDRAULIC LINES. 723 TUNE-UPS WERE COMPLETED AND TESTED WITH OUR ELECTRONIC ENGINE ANALYZER FOR TOP PERFORMANCE. 114 RADIATORS WERE REPAIRED AND COOLING SYSTEMS CHECKED. 84 AUTOMATIC TRANSMISSIONS WERE SERVICED AND ADJUSTED TO SPECIFICATIONS FOR LONGER SERVICE. 44 ENGINES RECEIVED VALVE GRINDS WHICH INCLUDED MOTOR TUNE-UPS. 26 CLUTCH JOBS AND 20 COMPLETE ENGINES WERE COMPLETELY REBUILT.

ACCIDENT REPAIRS NUMBERED 272, OF THESE 7 WERE TOTALLED. TO EXPEDITE REPAIRS TO VEHICLES INVOLVED IN ACCIDENTS, PARTS ARE CANNIBALIZED FROM VEHICLES TURNED IN OR VEHICLES TOTALLED DUE TO ACCIDENTS. IN MOST CASES VEHICLES ARE REPAIRED AND RETURNED TO SERVICE IN MINIMUM TIME AT MINIMUM COST.

HALL OF JUSTICE SERVICE STATION

THIS BRANCH OF THE CENTRAL SHOPS IS LOCATED ON BRYANT STREET, WEST OF THE HALL OF JUSTICE. IT PROVIDES FUEL AND SERVICE TO POLICE DEPARTMENT VEHICLES AND SUPPLIES GASOLINE AND OIL TO OTHER CITY VEHICLES. THE STATION IS OPERATED 7 DAYS A WEEK FROM 7 A.M. TO MIDNIGHT AND IS STAFFED WITH NINE AUTOMOTIVE SERVICEMEN, TWO AUTOMOTIVE MECHANICS AND ONE AUTOMOTIVE MECHANIC SUB-FOREMAN, MR. HARRY MAKER.

THE CONVENIENT DOWN-TOWN LOCATION AND THE ACCELERATED USEAGE OF POLICE VEHICLES MAKE THIS A HIGH VOLUME DISTRIBUTION POINT OF FUEL AND LUBRICANTS FOR CITY VEHICLES.

THE PAST YEAR SHOWS THE FOLLOWING SERVICES PERFORMED: 1973-74

GASOLINE DISPENSED	
POLICE DEPARTMENT	564,632 GALLONS
OTHER DEPARTMENTS	134,837 GALLONS
TOTAL	669,469 GALLONS

OIL DISPENSED	
POLICE DEPARTMENT	17,228 QUARTS
OTHER DEPARTMENTS	808 QUARTS
TOTAL	18,036 QUARTS

TOW JOBS	1,191
TIRES CHANGED (NEW & RECAP)	1,970
BATTERY SERVICE (NEW & CHARGED)	217
LUBE AND SERVICE JOBS	2,145
MECHANICAL REPAIRS	7,631
BRAKE RELINE JOBS	297

<u>MOTORCYCLE SERVICE</u>	
LUBE	252
TIRE CHANGES	330
BATTERIES	205
REPAIRS	1,637
TOWS	137

THE MOTORCYCLE PREVENTIVE MAINTENANCE AND SERVICE PROGRAM WAS IMPROVED UPON AT THIS STATION, WITH THE ASSIGNMENT OF AN AUTOMOTIVE MECHANIC TO PERFORM SCHEDULED SERVICES AND MAKE EMERGENCY REPAIRS ON THE GROWING FLEET OF VARIOUS POLICE MOTORCYCLES.

LOCATED ADJACENT TO THE HALL OF JUSTICE GARAGE, WHERE POLICE MOTORCYCLES ARE STORED, WE ARE ABLE TO GIVE PROMPT SERVICE WITH MINIMUM LOSS OF POLICE OFFICERS TIME FROM HIS BEAT. THIS PROGRAM, IN THE PLANNING STAGE FOR SEVERAL YEARS, HAS BEEN WELCOMED BY THE POLICE TRAFFIC BUREAU AS A MAJOR IMPROVEMENT IN THE AUTOMOTIVE SERVICE WE PROVIDE THAT DEPARTMENT.

RECREATION AND PARK SHOP

THE GOLDEN GATE PARK AUTOMOTIVE AND HEAVY EQUIPMENT SHOP, A BRANCH OF THE PURCHASING DEPARTMENT CENTRAL SHOPS, IS LOCATED WITHIN THE PARK AT THIRD AVENUE AND SOUTH DRIVE.

FOUR (4) PERMANENT AND ONE (1) TEMPORARY AUTOMOTIVE MACHINIST, PLUS ONE (1) AUTOMOTIVE SERVICEMAN UNDER THE SUPERVISION OF MR. JAMES ELLIOT, FOREMAN, COMPRISES THE STAFF AT THIS FACILITY.

DURING THE FISCAL YEAR 1973-74, THE SHOP PROCESSED AND COMPLETED 1732 JOB ORDERS COVERING MAJOR AND MINOR REPAIRS TO PARK EQUIPMENT.

A PARTIAL LIST OF MAJOR JOBS ACCOMPLISHED INCLUDES THE COMPLETE OVERHAUL, AND REBUILDING OF THE FOLLOWING SPECIALIZED HEAVY EQUIPMENT:

1. ONE MECHANICAL STREET AND ROAD SWEEPING MACHINE, INCLUDING ENGINE, DRIVES AND BODY .
2. ONE TWO AND ONE-HALF TON DUMP TRUCK, ENGINE, BODY AND HYDRAULIC HOIST, COMPLETELY REBUILT.
3. ONE UNDERWATER WEED CUTTING MACHINE FOR LAKES AND PONDS WAS RE-DESIGNED AND REBUILT.
4. ONE BEACH SAND CLEANING MACHINE WAS MODIFIED AND COMPLETELY OVERHAULED.
5. TWO CASE BUCKET LOADERS WERE RE-FITTED AND LINE BORED AT ALL LOAD BEARING POINTS.
6. ONE LARGE "WABCO" ROAD GRADER WAS RE-FITTED WITH A NEW COOLING SYSTEM AND CAB SECTION.

INCLUDED IN THE TOTAL OF JOBS COMPLETED WERE 576 REPAIR AND OVERHAULS OF SMALL POWERED AGRICULTURAL AND GROUNDSKEEPING EQUIPMENT SUCH AS MOWERS, ROTOTILLERS, HAMMERKNIVES, CHAIN SAWS, PORTABLE PUMPS AND MISCELLANEOUS GARDEN TOOLS.

THE SERVICE STATION BRANCH OF THE PARK SHOP IS RESPONSIBLE FOR FUELING AND OIL ING THE ENTIRE RECREATION-PARK FLEET. THE YEAR CLOSED WITH 130,000 GALLONS OF GASOLINE AND 6671 QUARTS OF OIL DISPENSED AT THIS INSTALLATION.

C O N C L U S I O N

THE FISCAL YEAR 1973-74 SAW AN INCREASE IN ACTIVITY BY THE CENTRAL SHOPS, WITH A TOTAL OF 9,231 JOB ORDERS WRITTEN AND COMPLETED. ADDITIONALLY 21,042 MINOR REPAIR, PREVENTIVE MAINTENANCE AND INSPECTIONS, TIRE REPAIRS AND CHANGES, BATTERY SERVICES AND TOW JOBS WERE COMPLETED.

AS IT HAS BEEN IN PAST YEARS, WE AGAIN FIND THAT THE RELATIONSHIP BETWEEN SHOP MANPOWER AND EQUIPMENT MAINTAINED IS BEING FURTHER EXTENDED. SINCE THE LAST MAJOR MANAGEMENT STUDY OF THE CENTRAL SHOPS BY THE JOHN F. FORBES COMPANY, IN 1959, WHEN 94 EMPLOYEES MAINTAINED 1,573 UNITS OF EQUIPMENT, WE NOW MAINTAIN WITH 104 EMPLOYEES 2,674 UNITS. A 10% INCREASE OF EMPLOYMENT AGAINST A 70% INCREASE IN AUTOMOTIVE UNITS MAINTAINED. THIS RATIO MAKES IT INCREASINGLY DIFFICULT FOR THE SHOPS TO PERFORM OUR RESPONSIBILITIES IN THE MANNER THAT WE WOULD DESIRE.

IT IS HOPED THAT THE BUDGET AUTHORITIES WILL EVENTUALLY AGREE ON THE NEED FOR A REASONABLE REPLACEMENT PROGRAM FOR CITY VEHICLES. OUR PRESENT POLICY DOES NOT PROVIDE FOR THIS. WITH FEW EXCEPTIONS, VEHICLES ARE MAINTAINED IN SERVICE FAR BEYOND THEIR ECONOMICAL LIFE EXPECTANCY.

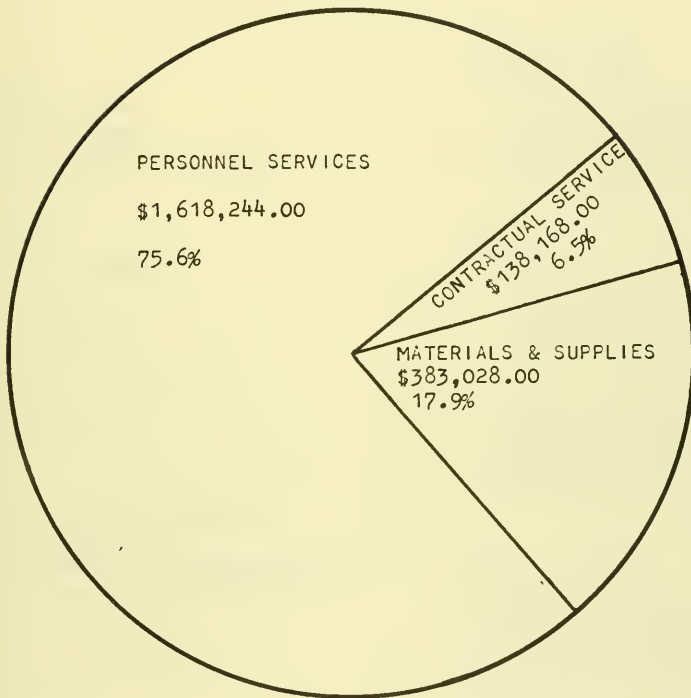
DUE TO THE INCREASING COST OF AUTOMOBILES, A TENDENCY HAS DEVELOPED TO FURTHER MINIMIZE REPLACEMENTS AND WHEN REPLACEMENTS ARE APPROVED TO PROVIDE SUFFICIENT FUNDS TO PURCHASE SUB-COMPACT CARS.

WHILE IT IS TRUE THAT THESE SMALL VEHICLES ARE LESS COSTLY TO PURCHASE AND WILL CONSUME SOMEWHAT LESS FUEL, THEY WILL NOT PROVIDE US WITH THE LONGEVITY OF SERVICE WE HAVE ENJOYED IN THE PAST.

THE GASOLINE SHORTAGE THAT DEVELOPED DURING THE PAST YEAR, PROVED TO BE OF CRITICAL CONCERN TO THE SHOP. SO THAT THE OVERALL MONTHLY ALLOCATIONS OF FUEL TO THE CITY MIGHT BE EQUITABLY DISTRIBUTED TO THE USING DEPARTMENTS, IT BECAME NECESSARY FOR THE SHOP ADMINISTRATION TO COORDINATE ALL FUEL ORDERS OF THE VARIOUS DEPARTMENTS AND PLACE THEM WITH THE FUEL CONTRACTOR. THOUGH THIS PROCEDURE TOOK UP MANY HOURS OF SHOP ADMINISTRATIVE TIME, IT CARRIED THE CITY & COUNTY OPERATIONS THROUGH THE FUEL CRISIS WITHOUT SERIOUS ADVERSE EFFECTS.

HOW CENTRAL SHOPS SPENT FUNDED DOLLARS

DURING THE YEAR 1973-74



GRAND TOTAL OPERATING COSTS \$2,139,440.00

CENTRAL SHOPS - PURCHASING DEPARTMENT

ORGANIZATIONAL CHART

- *1 - 7150 GENERAL SUPERINTENDENT OF SHOPS
- 1 - 7277 ASSISTANT SUPERINTENDENT OF SHOPS
- *1 - 1652 SENIOR ACCOUNTANT
- 1 - 1632 SENIOR ACCOUNT CLERK
- 1 - 1630 ACCOUNT CLERK
- *1 - 1222 SENIOR PAYROLL & PERSONNEL CLERK

RUCK SHOP

- 1 - 7254 FOREMAN
- 1 - 7313 AUTO MACHINIST
- 2 - 7410 AUTO SERVICEMEN
- 1 - 7410 AUTO SERVICEMAN - STATION

IRE SHOP

- 2 - 7410 AUTO SERVICEMAN

ODY SHOP

- 3 - BODY & FENDER MEN

LACKSMITH SHOP

- 4 - 7389 METALSMITH

ACHINE SHOP

- 1 - 7237 MAINT. MACHINIST FOREMAN
- 3 - 7343 MAINT. MACHINIST
- 4 - 7343 MAINT. MACHINIST (SEWAGE PLANT)
- 2 - 7343 MAINT. MACHINIST (SCHOOLS)

ATCHMAN

- 3 - 7410 AUTO SERVICEMEN

9th AVENUE STATION

- 1 - 7410 AUTO SERVICEMAN

EPARTMENT OF ELECTRICITY YARD

- 1 - 7410 AUTO SERVICEMAN

PW YARD (SERVICE STATION)

- 1 - 7412 AUTO SERVICEMAN SUB-FOREMAN
- 2 - 7410 AUTO SERVICEMEN (NIGHT GAS)
- 1 - 7410 AUTO SERVICEMAN (NIGHT PM) (ASSIGNED FROM BUR. OF STORES & EQUIP.)
- 1 - 7315 AUTO MACHINIST - SUB-FOREMAN
- 1 - 7313 AUTO MACHINIST (NIGHT PM)

PERMANENT (BUDGETED) POSITIONS
 PERMANENT INTER-DEPARTMENTAL POSITIONS
 TEMPORARY (EXTRA FUNDED) POSITIONS

TOTAL EMPLOYMENT

PASSENGER SHOP

- 1 - 7249 FOREMAN
- 8 - 7381 AUTO MECHANIC
- 1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERVICEMAN
- *1 - 7410 AUTO SERVICEMAN (HEALTH GARAGE)

FIRE SHOP

- 1 - 7254 FOREMAN
- 1 - 7315 SUB-FOREMAN
- 8 - 7313 AUTO MACHINIST
- 1 - 7313 AUTO MACHINIST - FIELD SERVICE
- 1 - 7410 AUTO SERVICEMAN
- 2 - 7358 PATTERN MAKER
- 1 - 7387 UPHOLSTERER
- 4 - 7309 PAINTER
- 1 - 01 CHAUFFEUR (FIRE HOUSE DELIVERIES)

HALL OF JUSTICE

- *1 - 7382 SUB-FOREMAN
- 2 - 7381 AUTO MECHANIC
- 1 - 7381 AUTO MECHANIC M/C (TEMP)
- *9 - 7410 AUTO SERVICEMEN

PARK SHOP

- 1 - 7254 FOREMAN
- 4 - 7313 AUTO MACHINIST
- 1 - 7313 AUTO MACHINIST (XF)
- *1 - 7410 AUTO SERVICEMAN

19

83

2

104

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JAN. 1, 1974

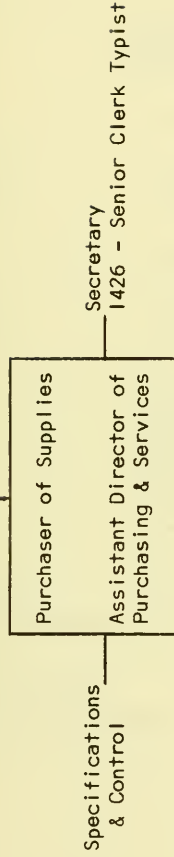
DEPT. NO.	DEPARTMENT	NO. OF VEHICLES	DEPT. NO.	DEPARTMENT	NO. OF VEHICLES
111	ADULT PROBATION	7	535	HEALTH CENTERS	5
113	ART COMMISSION	1	539	PUB. HEALTH NURSING	1
115	ASSESSOR	2	551	EMERGENCY HOSPITALS	19
117	CITY ATTORNEY	3	553	HASSLER HOSPITAL	9
119	CITY PLANNING	2	555	LAGUNA HONDA HOSP.	14
121	CIVIL SERVICE COMMISSION	1	557	S. F. GEN. HOSPITAL	11
123	CONTROLLER	1	561	MENTAL ADMIN.	3
131	S. F. DISASTER CORPS.	5	567	MENTAL HEALTH	6
141	DISTRICT ATTORNEY	7			
145	FIRE DEPARTMENT	303			
151	MAYOR	6			
154	MODEL CITIES PROG.	8			
161	POLICE DEPARTMENT	350			
165	PUBLIC DEFENDER	4	611	LEGION OF HONOR	1
169	SOCIAL SERVICES	37	621	DE YOUNG MUSEUM	2
170	SINGLE MEN'S REHAB.	2	631	PUBLIC LIBRARY	9
173	SHERIFF	44	651	REC.&PARK - GENERAL	154
181	BOARD OF SUPERVISORS	3	651-S	REC.&PARK - NON-AUTO	324
185	JUVENILE COURT	16	653	CANDLESTICK PARK	10
187	J. C. LOG CABIN	6			
188	HIDDEN VALLEY SCHOOL	1			
213	CA. ACADEMY OF SCIENCE	10		<u>S.F. UNIFIED SCHOOL DIST.</u>	
221	CHIEF ADMIN. OFFICER	2	661-B	JOHN O'CONNELL	3
223	CORONER	7	661-E	SHOP TRUCKS	15
233	DEPT. OF ELECTRICITY	37	661-F	GARDNERS AUTOS, ETC.	23
243	PUBLIC ADMINISTRATOR	3	661-G	DELIVERY TRUCKS	13
245	REAL ESTATE	1	661-H	ADMINISTRATION	7
255	REGISTRAR OF VOTERS	1	661-J	DELIVERY, FURNITURE	6
261	TAX COLLECTOR	7	669	CITY COLLEGE	24
265	WEIGHTS & MEASURES	9			
311	PURCHASING-MAIN OFFICE	4	775	S.F. PORT COMMISSION	66
312	PURCH-CENTRAL SHOPS	40			
	<u>DEPT. OF PUBLIC WORKS</u>			<u>DEPARTMENT OF PUBLIC WORKS</u>	
413	ARCHITECTURE	8	681	DPW - STREET REPAIR	101
415	BLDG. INSPECTION	44	683	BUREAU OF ENGINEERING	34
415.1	F.A.C.E. PROGRAM	5	686	DPW - TREE PLANTING	47
417	BUILDING REPAIR	123		SUB-TOTAL	2382
417.2	TRAFFIC PAINTING	27	161-T	POLICE TRAIL BIKES	19
421	ENGINEERING	38	161-M	POLICE MOTORCYCLES	233
423	GENERAL OFFICE	3	161-S	POLICE SCOOTERS	40
424	PERSONNEL ADM.	4			
425	SEWAGE PUMPING	3		GRAND TOTAL	2674
427	SEWAGE TREATMENT	25			
429	SEWER REPAIR	121			
431	STREET CLEANING	109			
	<u>PUBLIC HEALTH DEPARTMENT</u>				
513	ADMINISTRATION	9			
525.1	COMM. DISEASE	2			
531	FOOD & SANITARY INSP.	24			

A P P E N D I X

ORGANIZATION CHART

PURCHASING DEPARTMENT

Chief Administrative Officer



Bureaus			
Reproduction	Shops	Buying	Personnel & Accounts
Blueprint and Reproduction Manager	City Shops General Superintendent	Asst. Director of Purchasing & Services	Chief Clerk
1 Photographer 1 Sr. Account Clerk 7 Misc. Technicians	Asst. Superintendent City Shops	3 Senior Purchasers	Budgets & Accts. 1 Sr. Accountant
	8 Foremen & Sub-Fore. 1 Clerk Typist 1 Sr. Account Clerk 1 Sr. Payroll Clerk 1 Sr. Accountant 1 Account Clerk 29 Auto Servicemen 32 Machinists 28 Various Crafts	Purchasers 8 Commodity Pur. 2 Printing Pur. 1 Asst. Pur., Term & Service Contracts	Personnel Payroll Clerk
			Bids 1 Principal Clerk 6 Clerical
			Purchase Orders 13 Clerical
			Stores & Equipment Supervisor
			Stores & Equipment Asst. Supervisor
			Inventory-Sales 4 Clerical
			Stores 12 Sr. Storekeepers 21 Storekeepers 9 Asst. Storekeepers

Coding
1 - Supervisor
2 - Clerical

TABLE NO. 1

PURCHASE ORDERS PROCESSED

	<u>Purchase Orders</u>	<u>Amount</u>	<u>Purchase Orders</u>	<u>Amount</u>
General	15014	\$ 12,103,524	14453	\$ 13,846,231
Education	9326	5,341,317	9663	7,075,882
Health	5335	4,788,134	5631	5,270,191
Utilities	5627	5,401,575	5934	6,941,909
	35302	\$ 27,634,550	35681	\$ 33,134,213

	<u>1972-1973</u>	<u>1973-1974</u>
Purchases by Encumbrance Request	\$ 49,261,958	\$ 53,824,210
Purchases through Contract Certification	1,061,552	2,518,652

TOTAL	\$ 89,477,075
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TABLE NO. 2

EXPENDITURES

Comparisons of expenditures with original budget for all appropriations except Personal Service for 1973-74.

<u>Account</u>	<u>Budgeted and Supplemented</u>	<u>Encumbered & Expended</u>	<u>Surplus</u>	<u>Deficit</u>
Contract Services				
3.311.200.000	\$ 62,726	\$ 68,425		\$ 5,697
Materials & Supplies				
3.311.300.000	14,534	15,366		832
Equipment				
3.311.400.000	2,766	2,703	\$ 63	
Premium Official Bonds				
3.311.812.000	7,400	8,765		1,365
Premium Auto Insurance				
3.311.813.000	75,000	52,294	22,706	
Misc. Insurance				
3.311.815.000	44,825	44,416	409	
Membership				
3.311.854.000	952	948	4	
TOTAL	\$ 208,205	\$ 192,917	\$23,182	\$ 7,894

75

PURCHASING DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
ANNUAL REPORT

Fiscal Year 1974-75

DOCUMENTS

OCT 10 1975

SAN FRANCISCO
PUBLIC LIBRARY

September, 1975

ANNUAL REPORT

PURCHASING DEPARTMENT

CITY AND COUNTY OF SAN FRANCISCO

The Department purchases materials and supplies, equipment and contractual services for all departments of the City and County, including City-owned utilities, the San Francisco Port Commission, the San Francisco Unified School District and the San Francisco Community College; repairs and maintains automotive and other equipment for the various departments, except Public Utilities, and for the School District as requested; operates a central reproduction bureau for departments requiring its services; transfers to other departments for use or sells equipment and supplies no longer useful to any department of the City; maintains a perpetual inventory of equipment in the various departments; and operates central stores of the Purchasing and various other departments.

In addition, advisory service is given to other departments by the Shops on equipment and mechanical problems and by the Bureau of Buying on new products, specifications and prices.

The Purchasing Department, during the fiscal year 1974-75, expended \$32,992,695 through Purchase Orders, \$74,841,892 through Encumbrance Requests and approximately \$3,000,000 through Certifications, for a total of approximately 108 million. Sales of Charters, Codes and other documents amounted to \$16,610.00.

Charges by the Reproduction Bureau for printing, mimeographing, blue-printing, etc., amounted to \$337,495. Consideration should be given to the bureaus request for replacement of obsolete and inefficient equipment so they can reduce the cost to the departments and assume a greater part of the printing work load that is being sent to outside vendors.

The Bureau of Central Shops furnished maintenance, repair and service for 2938 motorized units of the City-owned fleet. The total fleet is valued at approximately 8.5 million dollars.

The number of gallons of gasoline dispensed increased slightly over the previous year from 1,216,617 to 1,438,270.

The Bureau of Central Shops is encountering a problem in maintaining repair and service because of the increase in the average age of the vehicles in the City fleet. As the vehicles become older, they need more and more repair each year.

The Bureau of Stores and Equipment staffs the City's major storerooms, maintains inventory control of City-owned equipment and is responsible for the sale of surplus City equipment and supplies. Sales of these items amounted to \$241,255.30 during the past fiscal year.

PERSONNEL

Authorized positions totaled 206 permanent in four bureaus. The Organization Chart is shown in the Appendix.

SUPERVISORY - June 30, 1974

Administrative

J. C. Gavin - Purchaser of Supplies
Helen E. McManis - Secretary
Janice L. Stovall, Sr. Clerk Typist

BUREAUS

Buying

R. Tecco - Asst. Director of Purchasing & Services - Bureau Head.
R.C. Erickson - Senior Purchaser (Buying Staff)
G.A. Clarke - Senior Purchaser (S.F. General Hospital)
G.F. Burket - Senior Purchaser (Specifications & Standardization)
James Breslin, Senior Purchaser (Municipal Railway)
Judith M. Matranga - Coding Supervisor (acting)

Equipment and Supplies

J.H. Beck - Stores and Equipment Supervisor - Bureau Head
Stores and Equipment Assistant Supervisor (Job vacant)

Personnel and Accounts

Anna Gibbons - Chief Clerk - Bureau Head
Peter Pan - Senior Accountant

Reproduction

Edward Fundis - Reproduction Manager - Bureau Head

Shops

A.M. Flaherty - General Superintendent of City Shops - Bureau Head
E.R. Rames - Assistant Superintendent of City Shops

SEPARATIONS:Retired

<u>Name</u>	<u>Position</u>	<u>Approx. Years City Service</u>	<u>Date</u>
French, Frances V.	General Clerk Typist	20	7-1-74
Spittle, John W.	Storekeeper	30	7-1-74
Alberico, Frank	Senior Blueprinting Machine Operator	22	7-1-74
Evans, Lawrence	Senior Storekeeper	17	8-1-74
Torrano, James V.	Automotive Serviceman	31	8-1-74
Gordon, Marion	Senior Clerk Typist	10	9-6-74
Cordini, Leonard J.	Senior Storekeeper	13	10-1-74
Wagner, Phyllis C.	Senior Clerk Typist	17	3-1-75
Smith, Victor Y.	Senior Clerk	27	4-1-75
Frantz, Joseph A.	Stores and Equipment Assistant Supervisor	32	4-1-75
Dagnino, George	Car and Auto Painter	29	6-12-75

Died

McClary, Lloyd L.	Maintenance Machinist	18.935	6-10-75
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WORK ACCOMPLISHED

The work accomplished in the fiscal year is described in more detail under the separate bureaus.

Recapitulation is as follows:

<u>Bureau</u>	<u>Unit</u>	<u>1973-74</u>	<u>1974-75</u>
Buying	Purchase Orders	35,681	32,969
	Amount	33,134,213	32,992,494
	Encumbrance Req.		
	Amount	53,824,213	74,841,892
	Contract Certi.		
	Amount	2,518,652	*3,000,000
Stores and Equipment	Surplus Sales - amount	2,028,099	241,255
	Major Stores Op- erated	11	11

*Estimate only

WORK ACCOMPLISHED (Continued)

<u>Bureau</u>	<u>Unit</u>	<u>1973-74</u>	<u>1974-75</u>
Shops	Job Orders	9,251	10,821
	Expenditures	\$2,139,440	\$2,530,471.00
	Gasoline dispensed	1,216,017 gal.	1,438,270
Reproduction	Services rendered		
	Amount	\$ 256,000	337,495

BUREAU OF BUYING

The Bureau of Buying, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City departments, the San Francisco Unified School District and the San Francisco Community College District. As requisitions are received from the various City agencies, they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) are as follows:

I. BUYING - BIDS AND AWARDS

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

BUYING PERSONNEL

The buying staff consists of the following personnel:

- 1 - Assistant Director of Purchasing and Services
- 3 - Senior Purchasers
- 7 - Purchasers
- 2 - Purchasers (Printing)
- 1 - Assistant Purchaser (Position Vacant)

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment (OE 400 funds) is also spread throughout the buying staff to prevent an overload on any particular buyer.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.

3. The processing of requisitions has been expedited in the past year mainly through the stabilization of personnel in the Bureau of Buying and the Bid section. The filling of three 1952 Purchaser vacancies on a permanent basis has had a considerable positive effect in expediting purchases. There is still some problem in ordering departments caused by personnel turn-over but the problem appears to be abating.

4. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The new form devised for this purpose makes it easier for departments to furnish desired information for bid purposes.

5. As time is available, personnel are assigned to:

- a. Review specifications, forms, and procedures.
- b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desirable. Term contracts added during the past fiscal year, are as follows:

(1) Motor Coach Parts Muni Railway	71425
(2) Printing, Fast Pass (Muni Railway)	96950
(3) Insulated Power Cable (Hetch Hetchy)	77900
(4) Carbon Inserts	76200
(5) Repairing Seat Covers	79950
(6) Pipe & Fittings, P.V.C. & P.E.	75950
(7) Air and Oil Filters	71609

6. Whenever practical, term contracts are entered into for various services and commodities in general use by several departments or recurrently used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

7. Major purchases included the following:

Prop. #

417	Transit Power Sub-stations - Hetch Hetchy	\$5,896,434.00
467	Uniform components - Railway	199,266.00
474	Laundry Equipment - Sheriff	22,004.00
497	Trucks - Various Departments	34,703.45
515	Ductile Iron Fittings & Castings - D.P.W.	229,442.15
544	Fire Alarm System - Fire Dept.	97,114.00
545	Electric Motors - Water	151,430.00
547	Gate Valves - Water	128,244.00
559	Fire Trucks - Fire Dept.	156,462.00
562	Truck, Sewer Cleaning - D.P.W.	58,185.40
565	Diesel Motor Coaches - Muni Railway	5,633,600.00
566	Recondition & Overhaul Pumps - D.P.W.	28,534.00
573	Election Pamphlets - Reg. of Voters	41,670.00
578	Fire Hose - Fire Dept.	39,625.00
582	Transfer & Ticket Boxes - Muni Railway	20,210.00
585	Freezers - S.F.U.S.D.	48,600.00
590	Election Forms	27,375.00
592	Portable Transceivers - Electricity	31,592.12
610	Radio Paging System - Electricity	59,787.50
627	Dental Chairs - Public Health	30,910.20
632	Trucks - Various Departments	72,358.08
635	Horizontal Boring & Facing Machine - College	23,677.50
638	Powered Street Sweeper - D.P.W.	79,980.00
642	Laboratory Sterilizer - Health	19,744.00
645	Motorcycles & Scooters - Police	97,142.60
646	Bus Transportation - S.F.U.S.D. Annual Est.	5,000,000.00
662	Diesel Motor Parts - Railway	42,977.29
667	Radio Transceivers - Electricity	54,662.47
673	Power Cable Reel - Hetch Hetchy	20,537.50
682	Automobiles - Various Departments	43,921.62
687	Trucks - Various Departments	46,087.86
698	Filing Equipment - Finance & Records	41,878.80
717	Revolvers - Sheriff	21,206.52
728	Emergency Medical System - Health	391,708.00
752	High Pressure Hydrants - Fire	217,151.55
768	Flocculant, Anionic Polymer - D.P.W.	51,000.00
772	Vest, Bullet Resistant - S.F.P.D.	179,800.00
796	Hospital Beds - Health	369,728.40
813	Stretchers - Health	25,952.00
823	Hospital Mattresses - Health	21,450.25
825	Radio Communication System - Electricity	19,973.00
831	Clamshell Bucket - Port Commission	25,850.00

8. The commodity buyer for janitorial supplies is a permanent member of a committee for the evaluation of such products. The membership of the committee is comprised of the supervisors of custodial services from all City departments. The committee has been meeting monthly since October 1970 and much progress has been made in standardizing janitorial products. A primary example is in floor finish where a term contract has been established and the number of brands used throughout the City at any one time has been reduced from fifteen to one. A system of extensive testing of all janitorial products has been instituted by the committee and interested parties are encouraged to submit their products for testing. The past year has seen the standardization of floor cleaning and wax stripping compounds and detergent sanitizer for use by all City departments.

9. One of the major problems confronting the Bureau of Buying was the purchase of major equipment for the new facility at San Francisco General Hospital. Because of the technical nature of most of the equipment involved, many hours were spent with hospital personnel reviewing technical specifications, discussing products with manufacturers representatives, inspecting many samples of various types of equipment, evaluating performance, and in general assuring that the hospital obtained the best value for the money spent. As of June 30, 1975 87 purchase orders have been issued for major equipment with a value of approximately \$845,456.00. These purchases were in addition to the regular equipment approved in the annual budget.

CODING DIVISION

The Coding Division, under the Bureau of Buying, cannot continue the development of the material and supplies identification coding system, the system is now used by all requisitioning departments.

Considerable savings to the City in money, material, delivery time, and much follow-up correspondence had been realized from the inspection, by the Coding Section, of all incoming requisitions for material, supplies and equipment. By checking the Purchaser's item identification code number against the item and description, discrepancies are discovered in part numbers, sizes, prices, quantities, etc. These errors were corrected by coding and the involved department notified.

Due to the retirement of the Coding Supervisor in early 1974 (a position for which funds are still frozen), and the subsequent retirement in early 1975 of the 1406 Senior Clerk in the Coding Division, the functions of the operation have been drastically curtailed.

A 1404 Clerk, recently assigned to this function, has, through her own perseverance and personal ability, been able to maintain the system in an operational state and provide essential coding data to the various departments. An outstanding example of the effort involved was the complete review and cataloging of all medical items used at San Francisco General Hospital.

It is anticipated that this position will again be vacated due to the promotion of the incumbent to a position outside the Purchasing Department. Based on the present "lag" time in filling positions, and reduced staffing because of frozen funds the coding function will probably be discontinued.

BUREAU OF PERSONNEL AND ACCOUNTS

Anna Gibbons - Chief Clerk
- Principal Clerk (vacant)

Traveling

Requisitions: Monthly Repetitive Purchase Orders are processed in quantity on a repeat basis. These are large numbers of requisitions as used by Public Health, Public Utilities, Public Works, Purchasing, Recreation and Park, Schools, Sheriff, Library, Controller, S.F. Community College, Airport and Port Commission.

Purchase Orders: Purchase orders are prepared by a Xerox process directly from the Requisition, thus assuring accuracy and speed of processing.

Tabulation of Bids: A microfilmed record of all bids received by Purchasing.

Requisition Register: Cumulative runs of this register are made daily, weekly and monthly and are indispensable in locating requisitions processed for purchase order.

Vendor Index: An alphabetical listing of purchase orders by Vendor kept on a continual basis.

Codes on Purchase Orders: Use of Vendor Location Code, Buyer Code and Commodity Code continual.

Bid Index: An informational source document showing all bid items on a commodity basis.

The number of purchase orders to be prepared is not constant, chiefly due to the fact that requisitions do not flow into the department in a uniform manner. Consequently, there are times when a high production may be desired when personnel is depleted by vacations (which cannot be spread over the normal vacation period due to conditions beyond our control), sickness, or otherwise. Our very limited temporary funds must be used in even more critical areas and at more critical times.

Sale of Charters, Codes and other documents:

<u>1973-74</u>	<u>1974-75</u>
\$18,785.00	\$16,610.00

Discount earned amounted to:

<u>1973-74</u>	<u>1974-75</u>
\$74,868.66	\$107,888.76

BUREAU OF PERSONNEL AND ACCOUNTS (Continued)

The Accounting Section is responsible for the department budget; encumbrance requests for contractual services for general office and reproduction; quarterly sales tax returns; monthly fuel use tax returns; monthly gas and oil distribution reports; processing of inter-departmental work orders; security of counter sales funds; departmental revolving fund purchases; departmental pay check distribution; and regular accounting duties.

BUREAU OF STORES AND EQUIPMENT

The Bureau of Stores and Equipment operates and maintains a central warehouse and storerooms in various City Departments; receives and issues materials, supplies and equipment for all departments of the City and County of San Francisco. This Bureau arranges for the sale of and sells surplus and obsolete personal property belonging to the City; exchanges equipment between departments and maintains a perpetual inventory of all materials purchased for the City and County of San Francisco. The Bureau maintains control of the entire automotive fleet, including the listing, insurance and the reporting of all accidents.

The following locations are staffed and operated by the Bureau of Stores and Equipment:

<u>Name and Location</u>	<u>Type</u>	<u>Amount of Inventory</u>
Central Warehouse - 15th & Harrison Sts.	Stationery	\$ 13,827.80
	Janitorial Supplies	6,007.71
Dept. Public Works - 2323 Army St.		175,388.50
Water Department - 1990 Newcomb Ave.		735,929.13
Hetch Hetchy - Moccasin, Calif.		53,805.60
S.F. Intl. Airport - So. San Francisco		73,967.17
Municipal Railway - 24th & Utah Sts. and 2 sub-stores General Stores) Washington & Mason) Potrero and one sub-store		573,546.63
		362,815.50
		127,795.36
Health Dept. - S.F. General Hospital, 22nd & Potrero		221,503.00
		634,410.00
Recreation & Park - Laguna Honda Hospital, 7th & Dewey		42,939.00
Dept. Electricity - Golden Gate Park		77,074.60
Sheriff - 901 Rankin St.		179,358.35
Central Shop Store - Hall of Justice Garage (Sub-Store)		42,009.10

BUREAU OF STORES AND EQUIPMENT - Continued

PERSONNEL

The Sales, Inventory and Stores Division is staffed by the following:

	1 Stores and Equipment Supervisor
	1 Stores and Equipment Assistant Supervisor
	1 Senior Clerk-Stenographer
	1 Senior Clerk-Typist
	2 Inventory Clerks
	12 Senior Storekeepers
	21 Storekeepers
	9 Assistant Storekeepers
TOTAL	48

SALES DIVISION

Twenty-three sales were conducted during the fiscal year under the authority of Section 7.100 of the Charter. Sales activities included legal research into various aspects of different sales, preparation of sales, inviting interested buyers to bid, opening and awarding of bids, collecting and depositing all money received from buyers with the City Treasurer and keeping records of correspondence relative to the sales.

The total revenue from the sales of 1974-75 was \$241,255.30.

A general breakdown of the sales is as follows:

Cars - Trucks	\$ 39,221.02
X-Ray Film	3,123.75
Drums	242.75
Paper - IBM Cards	10,043.10
Fire Hose	2,726.50
Waste Oil	883.99
Scrap Iron	16,661.80
Grease & Bones	3,487.49
Sacks	66.23
Copper Wire	17,239.85
Computers	146,475.00
Duplicator	475.00
Brass	586.80
Miscellaneous	22.02

BUREAU OF STORES AND EQUIPMENT - Continued

INVENTORY DIVISION

This division controls the Equipment Inventory of all City Departments; new equipment purchases are recorded and necessary papers are forwarded to Departments. We investigate and report to the Board of Supervisors on lost, damaged, or stolen items of equipment. We conducted surveys of Departments and updated the Perpetual Inventory records.

We estimated or secured estimates from moving concerns for various moves required by City Departments. We recommended procedure, confer and set the dates and supply necessary materials for moving or other liaison detail.

We arrange the disposal by sale of various Waste materials: such as Waste Paper, Tab Cards (I.B.M.), X-Ray Film, and miscellaneous scrap metal. Surplus furniture and equipment is surveyed and made available to other City Departments by transfer.

STORES DIVISION

The past fiscal year has been a very trying year in the storerooms. Getting replacements for the storerooms has been quite a chore.

Two Senior Storekeepers, Larry Evans with 17 years, Leonard Cordini with 13 years and Joe Frantz, Assistant Stores and Equipment Supervisor with 32 years have retired. One of our Senior Storekeepers relinquished his job and was reinstated in his old job as storekeeper.

The test for Senior Storekeeper has been held and we are waiting for the list to be published so we can fill these vacancies. The test for the Assistant Stores and Equipment Supervisor will be held the early part of October.

We have four new storerooms in various stages of completion. The San Francisco General Hospital should be completed the latter part of this year, the Airport the early part of 1976 and the two locations in the Railway we hope the latter part of 1976.

REPRODUCTION BUREAU

The Reproduction Bureau provides centralized service to all City Departments for photography, offset printing, mimeographing, blueprinting, microfilming and self service copiers. Funds to operate the Bureau are provided by Work Orders from the Departments.

There were fewer increases in the price of supplies and contractual services within the past year.

Our charges to Departments rose from \$256,000 in 73-74 to \$337,000 in 74-75. The great increase in charges over the previous year is largely due to work done by outside vendors, but channelled through the Bureau.

Unfortunately, no new equipment was received during the year.

The cost of Itek platematerial to the Bureau has gone from \$2800 in 1972 to \$5000 in 1975. The increase reflects higher price and increased use. Even higher costs are anticipated, making a change to Electrostatic process much more important, because of the lower cost of electrostatic platematerial. The anticipated direct saving is close to \$3000 a year.

With the May 5, 1975 meeting, we started printing the Board of Supervisors Calendar by the offset process, instead of mimeographing. That allows us to print on both sides of the sheet. There is a reduction of cost, it's faster, and the mailing costs drop significantly. A fifty percent increase in the price of paper in a year is another reason for reducing paper usage.

We've experienced an increase in the length of reports and of the number of copies required. Printing many copies of a long report takes planning for the time and materials required. For the best service, we recommend that departments inform us of their requirements well in advance of their deadline.

BUREAU OF CENTRAL SHOPS

Fire Apparatus Shops
Electric Shop
Pattern Shop
Paint & Body Shop
Metalsmith Shop
Upholstery Shop

Truck & Heavy Equipment Shop
Quint St. Service Station
19th Avenue Station
Quint St. Tire Shop
Department of Electricity Garage
Health Department Garage

Recreation & Park Automotive Repair Shop
Army St. (DPW) Station & Service Area
Automobile & Light Truck Shop
Hall of Justice Service Station
Machine Shop
Conclusion
Fiscal Statement
Fiscal Chart
Department Expenditure Chart
Automotive Inventory Chart
Organization Chart

BUREAU OF SHOPS

The Central Shops, and allied facilities, provide necessary mechanical maintenance and repair service for all City Departments and Bureaus, except Public Utilities.

In addition, it is the responsibility of the Bureaus to inspect, appraise, and make recommendations on all City owned vehicles contemplated for replacement; aid the various departments in the writing of various specifications; and to receive and approve all new vehicles and automotive equipment delivered to the City and County of San Francisco.

Administration and major repair facilities are located at the Central Shops, 800 Quint Street.

Other Central Shops operations include Golden Gate Park Shop, providing maintenance for Recreation and Park Department equipment; Hall of Justice Service Station, where fuel and lubricants are provided for Police and other City cars, along with inspection and light maintenance for Police vehicles. Department of Public Works, Army Street Yard, where fuels, lubricants, preventive maintenance and inspection is provided Public Works vehicles. 19th Avenue Public Works Station, Health Department Garage and Department of Electricity Garage.

Administration of the Shops, under the Purchaser of Supplies, is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent, aided by Mr. Edmond A. Rames, City Shops Assistant Superintendent.

The Central Shops, Quint Street operation, has four main maintenance shop areas. They are 1) Automobile, 2) Truck, 3) Fire Apparatus, 4) Machine; and the following auxiliary shops: Blacksmith, Pattern and Ladder Shop, Paint, Hose, Upholstery, Body and Fender, Tire, and Service Station.

Along with the responsibilities for the maintenance and repair of mechanical equipment in school buildings, sewage plants, pumping stations, public buildings, etc., the Shops maintain 2926 units of the City owned automotive fleet. These vehicles and machines are valued at approximately 8.5 million dollars.

The Bureau is staffed with 105 employees of which 2 are assigned from the Bureau of Stores and Equipment. (See organization chart).

FIRE APPARATUS SHOP

The Fire Shop is staffed with nine Automotive Machinists, three Metalsmiths, three Painters, two Pattern Makers, one Body and Fender Man, one Upholsterer, and one Automotive Serviceman.

Shop Supervision consists of one Foreman, Mr. A. Del Negro, and one Sub-Foreman, Mr. Ray Monti who oversee and control the maintenance and repair of fire apparatus and equipment used by our fire fighting forces.

This unit processed a total of 2,471 jobs through the various sub shops for the year.

One Automotive Machinist is assigned to our field service truck for minor repairs at fire stations. The field Service Man responded to 1,481 service calls in which repairs were made without necessitating the apparatus being out of service.

One Automotive Machinist is assigned to the San Francisco International Airport. He is responsible for the repairs and maintenance of all the apparatus and equipment used by our fire fighting forces at the Airport.

Included in the total jobs completed for the Fire Department were:

- 6 Complete engine overhauls
- 117 Minor engine overhauls and/or repairs
- 186 Fire pump repairs. Gauges, gates, change over valves, water leaks, etc.
- 3 Major fire pump overhauls
- 6 Standard transmission overhauls
- 6 Automatic transmission overhauls
- 13 Clutch replacements
- 239 Brake repairs - reline - Air compressor- Air leaks Safety brakes.
- 72 Complete engine tune ups
- 106 Chassis repairs
- 52 Aerial repairs
- 7 Pieces of apparatus cannibalized for parts
- 46 Radiator repairs
- 9 500 gal. water tanks - sand blast - weld tank leaks and coat with rust resistant epoxy.

Some major projects completed this year was the outfitting and placing in service of 3 Ward La France pumers, 1 American

La France 100 ft aerial, 3 Crown Sqrts, 1 Hydro Lift Boom Truck, 1 Pick Up for the High Pressure System, 1 service truck for the Bureau of Equipment, convert three civilian defense auxillary trucks, 2 to the High Pressure System Service and 1 to the Christmas toy detail.

Added to the San Francisco Fire Department is a new 4/wheel drive cliff rescue truck. The booms, cliff anchoring devices, cable rollers etc. were designed, manufactured and installed by this shop.

ELECTRIC SHOP

218 Electric repairs, consisting of alternators, generators, regulators, starters, and revolving lites. Also repairs and overhauls on small equipment such as chain saws, metal and cement cutting saws, electric power plants, high intensity flood lites, cords, battery chargers, small water pumps, water vaccum pumps, etc.

PATTERN SHOP

This Shop is staffed by 2 Pattern Makers. During the year they repaired, and rebuilt 56 various size and types of wooden ladders. Including crotch poles, pike poles and ceiling hooks. Pattern Makers repair, maintain and make new patterns as needed for the San Francisco Fire Department High Pressure System. They estimate costs and make pattern for various other departments such as valves and fittings for Park and Recreation pumps and related parts for the 3 Water Pollution Control Plants and Pumping Stations. They also manufacture various size blocks, wedges, pegs, small tool and equipment boxes, duck boards, cabinets, repair furniture and wood items as needed to equip ambulance and police cars.

PAINT AND BODY SHOP

Staffed by 3 Painters and 1 Body & Fender Man. The Body Shop repaired 96 accident damaged fire apparatus.

Painters refinished all damaged areas including lettering and gold leaf along with items made in the Pattern Shop and Blacksmith Shop for D.P.W. and Police Department. Parts and assemblies from the main Fire Shop were painted. Included were 3 aerial ladders, 171 repair and spot paint (accidents), stencil numbers on apparatus and equipment for re-assignment to other companies.

Painters install all City seals and Department numbers on all City owned vehicles.

METALSMITH SHOP

Make new metal compartments, partitions, boxes, aerial tiller cabs, construction of new running boards, doors, and chassis parts. Welding of brackets, tools, valves and fittings, pipe and flanges, machinery and machinery parts for other departments.

Included are the fabrication and installation of protective screens in police cars, repair of vehicle bodies, trailers, straighten bumpers, metal ladders, high pressure valves and wrench castings axe and maul handles, etc.

UPHOLSTERY SHOP

All fabric and leather items are made up in this shop for the Fire Department such as belts, straps water proof covers, canvas bags, stretchers, etc.

Re-upholster and make minor repairs for all shops.

Fabricates leather items for all departments such as leather boxes for walkie-talkies for the Police Department.

TRUCK AND HEAVY EQUIPMENT SHOP

The Truck Shop is responsible for the maintenance and repairs of a wide variety of 644 trucks and complex motorized equipment operated by the various City Departments and Bureaus. A partial list includes Mechanical Street Sweepers, Street Water Tankers, Mechanical Refuse Packers, Sewer Eductors, 10 Wheel Dump Trucks, Street Rollers, Backhoes, Street Paver, Street Scraper, Tractors, Cranes, Forklifts, Vans, Passenger Buses, Concrete Saws, Ambulances, Compressors, Pumps, Lawn Mowers.

The Truck Shop is staffed by 11 Automotive Machinist, 2 Automotive Servicemen and 1 Metalsmith under the supervision of Foreman Arthur Chin. 1974 job orders were processed during the fiscal year. A partial listing of the work performed includes

- 10 Complete engines rebuilt
- 72 Minor engine repairs; valve grinds, head gaskets, etc.
- 18 Complete transmission recuilted
- 102 Minor transmission repairs
- 42 Clutch replacements

- 124 Minor Clutch repairs
- 107 Complete major engine tune ups
- 49 Complete brake overhauls
- 158 Minor Brake repairs
- 13 Radiators recored
- 89 Minor radiator repairs
- 68 Carburetors rebuilt
- 82 Minor fuel system repairs
- 107 Alternators/generators rebuilt
- 69 Minor charging system repairs
- 96 Starters rebuilt
- 48 Exhaust system repairs
- 39 Steering, front end and spring repairs
- 73 New battery replacements
- 76 Road tow jobs
- 152 Road service calls
- 97 Blacksmith fabricating jobs
- 16 Accident repairs
- 25 Outfitting new vehicles and equipment for service.

In addition the Truck Shop, through its foreman, is responsible for the operations of these four sub shops.

Quint Street Service Station

Gasoline Dispensed	179,180 gal.
Oil Dispensed	14,352 qts.
Vehicles lubed and serviced	1,422

19th Avenue Station

Gasoline dispensed	72,063 gal.
Oil dispensed	1,760 qts.
Vehicles lubed and serviced	72

Quint Street Tire Shop

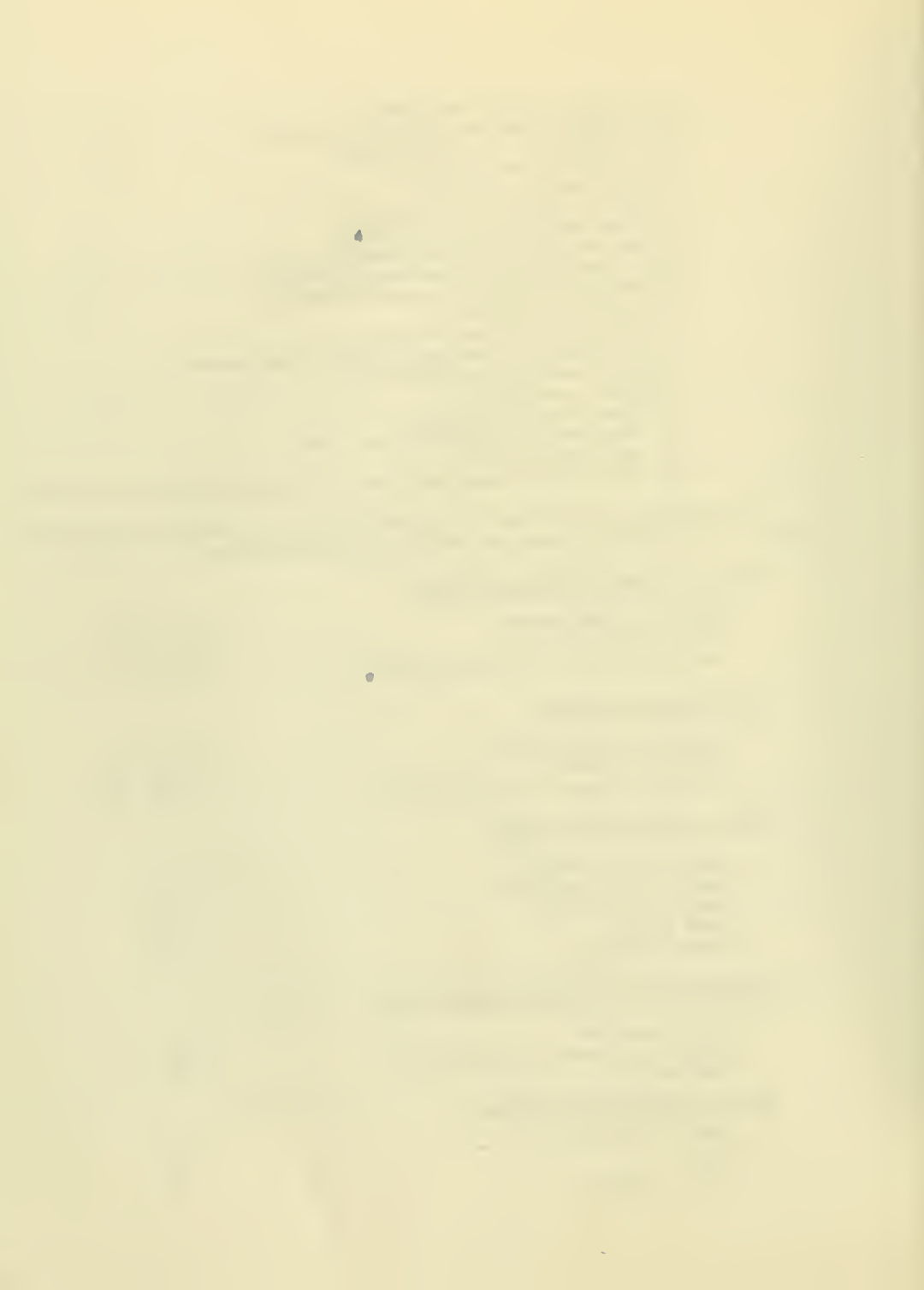
New Tires mounted	1,388
Recap tires mounted	702
Wheels switched	52
Road calls	326
Tires Repaired	639

Department of Electricity Garage

Oil dispensed	1,223 gal.
Vehicles lubed and serviced	216
Road calls	62

Health Department Garage

Lube & Service	226
Tires	20
Minor Repairs	56



RECREATION AND PARK AUTOMOTIVE REPAIR SHOP

This Central Shop Branch facility, located at 3rd. Avenue and South Drive in Golden Gate Park, is staffed with five (5) Automotive Machinists, one (1) Automotive Serviceman and supervised by Automotive Foreman, James Elliot.

The fiscal year 1974-1975, saw 2,058 repair orders written and completed. An increase of 326 on the previous fiscal year.

The addition of 172 units of equipment (47 autos and trucks plus 125 special motorized units) contributed to this increased workload.

Included in the above jobs completed were the following major repairs.

- 1) Revamp six (6) new Toro Parkmaster mowers to meet the Parks specific needs.
- 2) Complete body damage repairs and repaint on tree topper Hi Ranger aerial boom truck, including overhaul of the boom and bucket.
- 3) Re-design and construct exhaust system on large "Wabco" Road Grader.
- 4) Completely re-built brush chipper truck including engine, body repair, sandblasting and complete re-painting.
- 5) Major re-build to power tractor rotary mower.
- 6) Major overhaul on Caterpillar tractor undercarriage due to rust and corrosion.
- 7) Major overhaul on "Case" bucket loader hydraulic system.
- 8) Major overhaul on "Rogers" sweeper drive train.
- 9) Major engine re-build on 1970 International dump truck.
- 10) Re-built 1971 Chevrolet Van body due to extensive rust and corrosion.
- 11) Re-design and construct tail gate ramps on two (2) six man crew, service trucks.
- 12) Major body re-build and complete re-paint on 1967 Ford Pick Up due to rust and corrosion.
- 13) Fabricate safety steps for refuse packer truck.
- 14) Overhaul cat-tractor steering and clutch linkage system.
- 15) Design and fabricate safety door stops on seven (7) "Parkmaster" tow mowers.

Recent additions to the park equipment fleet brings their present equipment inventory at 640 units. Consisting of 191

motor vehicles and trucks with 449 units of park and farm type specialty equipment.

Increased number of units plus increasing demand for repairs to progressively aging units places a heavy burden on this branch of the Central Shops in order to meet increased labor and material costs within the limited budgetary allocation.

The Park Shop unit dispensed 134,942 gallons of gasoline, 9,055 gallons of diesel fuel and 1,365 gallons of motor oil during the 1974-1975 fiscal year.

ARMY STREET (DPW) STATION

This service facility is located in D.P.W. maintenance yard at 2323 Army Street.

Its function is to provide minor maintenance and repairs, preventive maintenance and fuels and lubricants to the fleet of the Department of Public Works automotive equipment. Services are available from 7:00 A.M. to midnight, five (5) days per week.

The station is staffed with one Automotive Machinist, four Automotive Servicemen and one Sub-Foreman, Mr. Elmer Bryden.

The fiscal year saw 2,002 various repair and service jobs completed. 325,785 gallons of gasoline were dispensed along with 703 gallons of kerosene, 2,653 gallons of lube oil and 3,239 gallons diesel fuel.

68 various units of automotive equipment were routed to the Central Shops for correction of major defects.

A parking bay, adjacent to the service station, was developed into a service and inspection area for motorized street sweepers. This planned service is to work in conjunction with the Street Cleaning Bureau's expanded program of mechanical sweeping of controlled parking streets throughout the City.

AUTOMOBILE AND LIGHT TRUCK SHOP

The Automobile Shop is staffed with eight Automotive Mechanics, two Automotive Servicemen, and one Automotive Machinist Foreman, Mr. Ed Franke.

The Automotive Shop is responsible for the maintenance and repair of 1,414 vehicles, which include both passenger and light trucks to 3/4 ton capacity.

This year the Automotive Shop has the additional task of maintaining 57 Cushman Three Wheel Vehicles purchased for Parking Meter Patrol.

Other equipment maintained by the Automotive Shop are 19 Honda 125 c.c. trail bikes for park and beach patrol. 40 Vespa Two Wheel Scooters for police patrolling, and Harley Davidson Three Wheel Bikes.

Major projects accomplished were special outfitting of eight Fire Department Vehicles, 80 Police Vehicles, 4 Sheriff Station Wagons, and 97 vehicles for various other departments. 25 Police and 4 Sheriff vehicles were equipped with new roof light bar to hold revolving red roof lights and amber roof lights for emergency service, specially manufactured security partitions, hidden rear door locks, and roof numbers. 4 Vans were modified as Police Patrol Vans.

A listing of completed work includes 1,003 brake jobs and inspection of drums and all hydraulic parts. 660 engine tune-ups were completed and tested with our Sun Electronic Engine Tester and Marquette Infrared Emissions Analyzer. 143 automatic transmissions were completely rebuilt and adjusted to factory specifications. 74 transmissions were adjusted and serviced. 10 engines were completely overhauled and 19 received valve grinds. 140 vehicles had radiators rebuilt and cooling systems checked for proper cooling. 294 road service calls were made which included on the spot repairs or towing to the City Shop for major repair. 58 standard transmission clutch jobs were completed. Miscellaneous jobs numbered 726 bringing the total to 3,428 jobs completed.

In addition to the normal flow of shop work, considerable time (4 to 8 hrs per vehicle) was required for welding and reinforcing the frames on 66 Plymouth Patrol Vehicles.

HALL OF JUSTICE SERVICE STATION

This branch of the Central Shops is located on Bryant St., west of the Hall of Justice. It provides fuel and service to Police Department vehicles and supplies gasoline and oil to other City vehicles. The station is operated 7 days a week from 7 A.M. to midnight and is staffed with nine Automotive Servicemen, two Automotive Mechanics and one Automotive Mechanic Sub-Foreman.

The convenient down-town location and the accelerated useage of Police vehicles make this a high volume distribution point of fuel and lubricants for City vehicles.

The past year shows the following services performed:

Gasoline Dispensed

Police Department	569,685 gallons
Other Departments	<u>156,615</u> gallons
Total	726,300 gallons

Oil Dispensed

Police Department	15,990 Quarts
Other Departments	<u>898</u> Quarts
Total	16,888 Quarts

Tow Jobs (Autos)	918
Tires changed (new)	1,511
Battery Service (New & charged)	220
Lube and Service jobs	2,150
Mechanical repairs	8,664
Brake reline jobs	704

Motorcycle Service

Lube & Service	592
Tire changes	390
Batteries	164
Repairs	4,003
Tows	190

The motorcycle preventive maintenance and service program was improved upon at this station, with the assignment of an Automotive Mechanic to perform scheduled services and make emergency repairs on the growing fleet of various Police Motorcycles.

Located adjacent to the Hall of Justice Garage, where Police motorcycles are stored, we are able to give prompt service with minimum loss of Police officers time from his beat. This program, in the planning stage for several years, has been welcomed by the Police Traffic Bureau as a major, improvement in the automotive service we provide that department. 4003 repairs were made on the fleet of 303 Police motorcycles an increase of 2366 jobs over the previous year when the bulk of that work was performed on contract.

MACHINE SHOP

The compliment of the Machine Shop consist of 9 Maintenance Machinist and 1 Maintenance Machinist Foreman Mr. John J. Raos. During the Fiscal year 1974-75 this Shop serviced a total of 890 jobs.

The areas in which this shop services are in the Public Schools, boiler rooms, reconditioning and repairing blower fans, circulating pumps, and heat pump.

The Machine Shop services and maintains all Machine Shop tools and hand tools of the Industrial Arts, section of the School Department. The complete over-hauling of metal lathes, Print Shop equipment, sheet metal and wood working tools.

The Machine Shop section services and repair all boiler room equipment required to heat and ventilate all the buildings of the Community College. The installation of new sewerage pumps for the creative Arts Building at the Community College.

The Park and Recreation Department requires our services in the repair and over hauling of numerous sewerage and irrigation pumps located thru-out the Park System.

The Ferry Fountain pumps located at the Embarcadero Center were recently reconditioned and over-hauled by this section of Central Shops.

The Machine Shop of Central Shops in conjunction with the Building Repair Department of the Public Works Department repairs and services all Fire Station doors. The repair of all heat pumps, fans, and circulating pumps in all the Health Centers thru out the City. The re-design and installation of new check valves for the pump room located at the Geary St. under pass.

The Sewer Treatment Plants consisting of the South-East North Point, Richmond, and Sunset plants, are kept in repair by 4 machinist under the supervision of the Machine Shop Foreman.

The Maintenance Machinist in these plants maintain and repair machinery necessary to carry out a 24 hour operation of these plants.

The men assigned to these plants repair, re-build parts for various pump filter driers, gas blowers, and other related machinery necessary to the operation of these plants. They further repair and completely over haul the mainlift pumps, which there are 4. Recently one of the large lift pumps was over-hauled and reconditioned at the South East treatment plant by the Maintenance assigned to this plant.

The high pressure water system in providing water necessary to fight large fires in the City, requires the services of the Machine Shop in keeping in good order the machinery, pumps and fire hydrants to carry out this function.

The Machine Shop was assigned to service and overhaul all the large check valves at the #1 Fire Pump Station at 2nd. at Townsend Street.

The Hose Shop is a sub-section of the Machine Shop. This unit is charged with the inspection, repair and distribution of all Fire Hose.

During the past fiscal year 1974-1975 48,000 feet of new hose was inspected, tested, labelled and distributed to the various Fire Department companies.

Over 15,000 feet of inservice fire hose was inspected, repaired and sent back to the Fire companies.

C O N C L U S I O N

The fiscal year 1974-75 saw an increase in activity by the Central Shops, with a total of 10,821 job orders written and completed. Additional 17,995 minor repair, preventive maintenance and inspections, tire repairs and changes, battery services and tow jobs were completed.

As it has been in past years, we again find that the relationship between shop manpower and equipment maintained is being further extended. Since the last major management study of the Central Shops by the John F. Forbes Company, in 1959, when 94 employees maintained 1,573 units of equipment, we now maintain with 103 employees 2,938 units. A 10% increase of employment against a 86% increase in automotive units maintained. This ratio makes it increasingly difficult for the Shops to perform our responsibilities in the manner that we would desire.

Further we have experienced, an inordinate vacancy factor within our staff due to retirements and promotions that left us with eight employees short of our normal compliment for the greater part of the fiscal year. This situation is aggravated by the present City fiscal policy of "freezing" replacement requisitions. The net result is necessary maintenance being deferred and capital equipment deteriorating with the lack of timely repairs.

It is hoped that the budget authorities will eventually agree on the need for a reasonable replacement program for City vehicles. Our present policy does not provide for this. with few exceptions, vehicles are maintained in service far beyond their economical life expectancy.

Due to the increasing cost of automobiles, a tendency has developed to further minimize replacements and when replacements are approved to provide sufficient funds to purchase sub-compact cars.

While it is true that these small vehicles are less costly to purchase and will consume somewhat less fuel, they will not provide us with the longevity of service we have enjoyed in the past.

The fuel shortage that plagued us the previous fiscal year did not continue into the 1974-75 year. Though gasoline was readily available in the market the cost increased continually through out the year. Posted prices on July 1, 1975 for low lead gasoline ranged from .3902¢ per gallon for 5000 gallon or more deliveries to .454¢ for under 5000 gallon deliveries.

Unfortunately our storage capacity in many locations is insufficient to permit us to take advantage of the lower bulk rates. Early consideration must be given to increasing this capacity as an economy measure and as a safety factor that would permit us sufficient reserves over the ten day capacity we now have.

With the cooperation of the Electronic Data Processing Division of the Controllers office an improved system of recording fuel consumption, cost of fuel and vehicle mileage has been developed. E.D.P. runs will soon be available that will provide the City more precise control and greater economy in the operation of the automotive fleet.

CENTRAL SHOPS

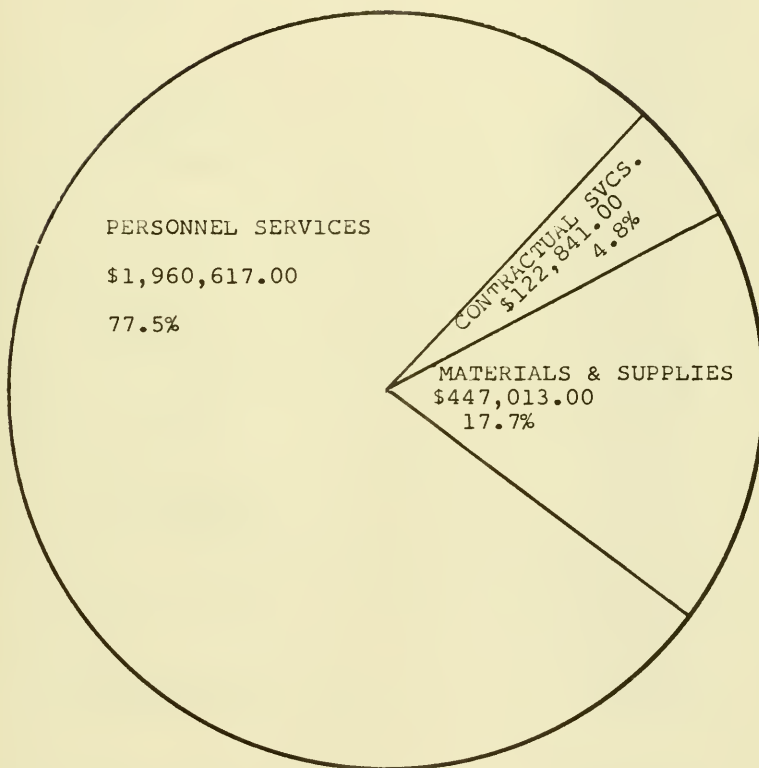
Annual Report
1974-1975

Comparison of Expenditures with Amount Budgeted

<u>INDEX</u> <u>312</u>	<u>SUMMARY</u>	<u>BUDGETED</u> <u>1974-75</u>	<u>EXPENDED</u> <u>1974-75</u>
110	Permanent Salaries	\$ 100,620.00	\$ 92,163.00
111	Overtime	1,710.00	1,449.00
112	Holiday Pay	705.00	384.00
130	Wages	1,401,113.00	1,774,571.00
200	Contractual Services	187,136.00	137,247.00
300	Materials and Supplies	337,800.00	470,360.00
800	Fixed Charges	56.00	56.00
863	Mandatory Fringe Benefits	<u>307,599.00</u>	<u>307,599.00</u>
	SUB-TOTAL	\$ 2,336,739.00	\$ 2,783,829.00
	Add: Supplementals	\$ 193,732.00	
	Less: Special Work Orders which are not part of budgeted amounts		<u>\$ (253,358.00)</u>
		<u>\$ 2,530,471.00</u>	<u>\$ 2,530,471.00</u>

JCS/mh

HOW CENTRAL SHOPS SPENT FUNDED DOLLARS
DURING THE YEAR 1974-75



GRAND TOTAL OPERATING COSTS \$2,530,471.00

CENTRAL SHOPS

ANNUAL REPORT - SCHEDULE No.1

1974-75

DEPARTMENTAL EXPENDITURES

<u>EPT.</u> <u>O.</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u> <u>APPROPRIATED</u>	<u>EXPENDED</u>
11	Adult Probation	\$ 2,205.00	\$ 2,195.84
13	Art Commission	300.00	297.14
15	Assessor	992.00	712.12
17	City Attorney	350.00	389.57
19	City Planning	1,625.00	1,672.87
21	Civil Service	250.00	207.33
23	Controller	700.00	348.26
31	Emergency Services	2,410.00	2,390.16
41	District Attorney	1,700.00	1,220.87
45	Fire Department	406,931.00	426,414.60
45.1	Equipment in Houses	159,396.00	170,583.57
45.3	High Pressure	19,202.00	19,535.68
51	Mayor	2,217.00	4,944.73
54	Model Cities	5,616.00	5,028.27
61	Police	396,082.00	413,254.55
61 MR	Motorcycles	86,500.00	70,813.26
65	Public Defender	1,045.00	1,021.24
69	Social Services	11,503.00	11,773.83
70	Single Men's Rehab.	333.00	754.07
73	Sheriff	20,465.00	20,702.43
81	Supervisors	1,175.00	1,104.59
85	Probation Office	7,497.35	7,692.03
87	Log Cabin	4,200.00	4,356.60
88	Hidden Valley	800.00	722.83
13	Academy of Science	800.00	952.39
21	Chief Admin. Officer	630.00	1,632.51
23	Coroner	2,280.03	2,303.90
33	Electricity	15,446.00	15,319.43
43	Public Administrator	1,432.00	1,664.91
45	Real Estate	300.00	337.05
55	Registrar	375.00	103.20
61	Tax Collector	2,200.00	2,359.00
65	Weights and Measures	3,750.00	3,834.54
11	Purchasing	700.00	735.90
	<u>D.P.W.</u>		
13	Architecture	2,650.00	2,526.70
15	Building Inspection	15,245.00	15,343.61
17	Building Repair	31,729.00	30,966.28
17.2	Traffic Painting	8,200.00	7,795.09
21	Engineering	11,335.00	11,770.00
23	General Office	627.00	1,103.24
24	Personnel Administration	1,200.00	1,056.17
25	Sewage Pumping	1,984.00	1,908.13
27	Sewage Treatment	7,062.00	7,302.97
29	Sewer Repair	65,618.00	66,169.33
31	Street Cleaning	133,165.00	134,113.35
31.1	Broom Cores	10,400.00	7,268.54

ANNUAL REPORT

DEPT. NO.	DEPARTMENT	AMOUNT APPROPRIATED	EXPENDED
431.3	Garageman	\$ 17,624.00	\$ 16,970.66
431.4	Auto Mechanic	24,285.00	24,272.34
	<u>PUBLIC HEALTH</u>		
513	Administration	2,250.00	2,719.64
531	Food and Sanitation	11,452.00	8,335.55
535	Health Centers	1,480.00	1,174.27
539	Public Nurse	---o---	19.80
551	Emergency Hospital	22,795.89	43,073.04
553	Hassler Home	700.00	723.91
555	Laguna Honda	4,274.00	4,377.21
557	General Hospital	3,975.00	3,883.83
567	Mental Health	2,550.00	2,414.94
577	Bureau of Alcoholism	300.00	85.04
621	De Young Museum	1,013.00	877.34
631	Library	2,600.00	2,169.20
651	Recreation & Park	210,148.00	210,921.21
651.9	Recreation & Park - Gen.	8,000.00	6,970.84
653	Candlestick Park	3,000.00	3,543.30
661	School District	14,050.00	12,520.74
669	City College	11,000.00	11,062.34
681	Street Repair	125,458.00	124,917.12
681 AS	Army Street	34,180.00	34,078.14
683	Traffic Engineering	12,950.00	20,771.59
686	Street Planting	10,480.00	14,800.77
725	Airport	9,700.40	9,636.88
	TOTAL	\$ 1,984,887.67	\$2,045,022.38
	DEFICIT	60,134.71	
		<u>\$ 2,045,022.38</u>	<u>\$2,045,022.38</u>
	Add: Funds expended for special work which are not budgeted	\$ 253,358.00	\$ 253,358.00
	Quarterly Work Orders from various departments for various jobs, other than re- gular. Auto repair	\$ 232,090.62	\$ 232,090.62
		<u>\$ 2,530,471.00</u>	<u>\$2,530,471.00</u>

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JUNE 30, 1975

DEPT. NO.	DEPARTMENT	NO. OF VEHICLES	DEPT. NO.	DEPARTMENT	NO. OF VEHICLES
111	ADULT PROBATION	8	535	HEALTH CENTERS	9
113	ART COMMISSION	3	539	PUB.HEALTH NURSING	1
115	ASSESSOR	2	551	EMERGENCY HOSPITALS	16
117	CITY ATTORNEY	3	553	HASSLER HOSPITAL	8
119	CITY PLANNING	2	555	LAGUNA HONDA HOSP.	12
121	CIVIL SERVICE COMMISSION	1	557	S.F.GEN.HOSPITAL	10
123	CONTROLLER	2	561	MENTAL ADMIN.	2
131	S.F.DISASTER CORPS.	5	567	MENTAL HEALTH	10
141	DISTRICT ATTORNEY	7	577	BUR.OF ALCOHOLISM	3
145	FIRE DEPARTMENT	281			
151	MAYOR	8			
154	MODEL CITIES PROG.	12	621	DE YOUNG MUSEUM	3
161	POLICE DEPARTMENT	383	631	PUBLIC LIBRARY	8
165	PUBLIC DEFENDER	4	651	REC.& PARK-GENERAL	191
169	SOCIAL SERVICES	41	651-S	REC.& PARK-NON-AUTO	449
170	SINGLE MEN'S REHAB.	2	653	CANDLESTICK PARK	7
173	SHERIFF	52			
181	BOARD OF SUPERVISORS	2		<u>S.F. UNIFIED SCHOOL DIST.</u>	
185	JUVENILE COURT	21	661-B	JOHN O'CONNELL	4
187	J.C.LOG CABIN	6	661-E	SHOP TRUCKS	17
188	HIDDEN VALLEY SCHOOL	2	661-F	GARDNERS AUTOS,ETC.	27
213	CA.ACADEMY OF SCIENCE	8	661-G	DELIVERY TRUCKS	14
221	CHIEF ADMN.OFFICER	1	661-H	ADMINISTRATION	9
223	CORONER	7	661-J	DELIVERY,FURNITURE	8
233	DEPT.OF ELECTRICITY	45	669	CITY COLLEGE	38
243	PUBLIC ADMINISTRATOR	3			
245	REAL ESTATE	1	775	S.F.PORT COMMISSION	70
247	CIVIC AUDITORIUM	3			
255	REGISTRAR OF VOTERS	1		<u>DEPT. OF PUBLIC WORKS</u>	
261	TAX COLLECTOR	7	681	DPW-STREET REPAIR	102
265	WEIGHTS & MEASURES	10	683	BUREAU OF ENGINEERING	36
311	PURCHASING-MAIN OFFICE	5	686	DPW-TREE PLANTING	46
312	PURCHASING-CENTRAL SHOP	39			
	<u>DEPT.OF PUBLIC WORKS</u>			SUB-TOTAL	2,635
413	ARCHITECTURE	9	161-M	POLICE SOLOS	91
415	BLDG.INSPECTION	45	161-M	POLICE 3 WHEELS	149
415.1	F.A.C.E. PROGRAM	5	161-S	POLICE SCOOTERS	39
417	BLDG.REPAIR	121	161-T	POLICE TRAIL BIKES	24
417.2	TRAFFIC PAINTING	27			
421	ENGINEERING	41		GRAND TOTAL	<u>2,938</u>
423	GENERAL OFFICE	2			
424	PERSONNEL ADM.	3			
425	SEWAGE PUMPING	2			
427	SEWAGE TREATMENT	29			
429	SEWER REPAIR	107			
431	STREET CLEANING	127			
	<u>PUBLIC HEALTH DEPARTMENT</u>				
513	ADMINISTRATION	7			
525.1	COMM. DISEASE	1			
531	FOOD & SANITARY INSP.	32			

PURCHASING DEPT. - CENTRAL SHOPS

DEPARTMENT HEAD
1-1162 PURCHASER OF SUPPLIES

ADMINISTRATION
1-7150 GEN. SUPV. CITY SHOPS (103)

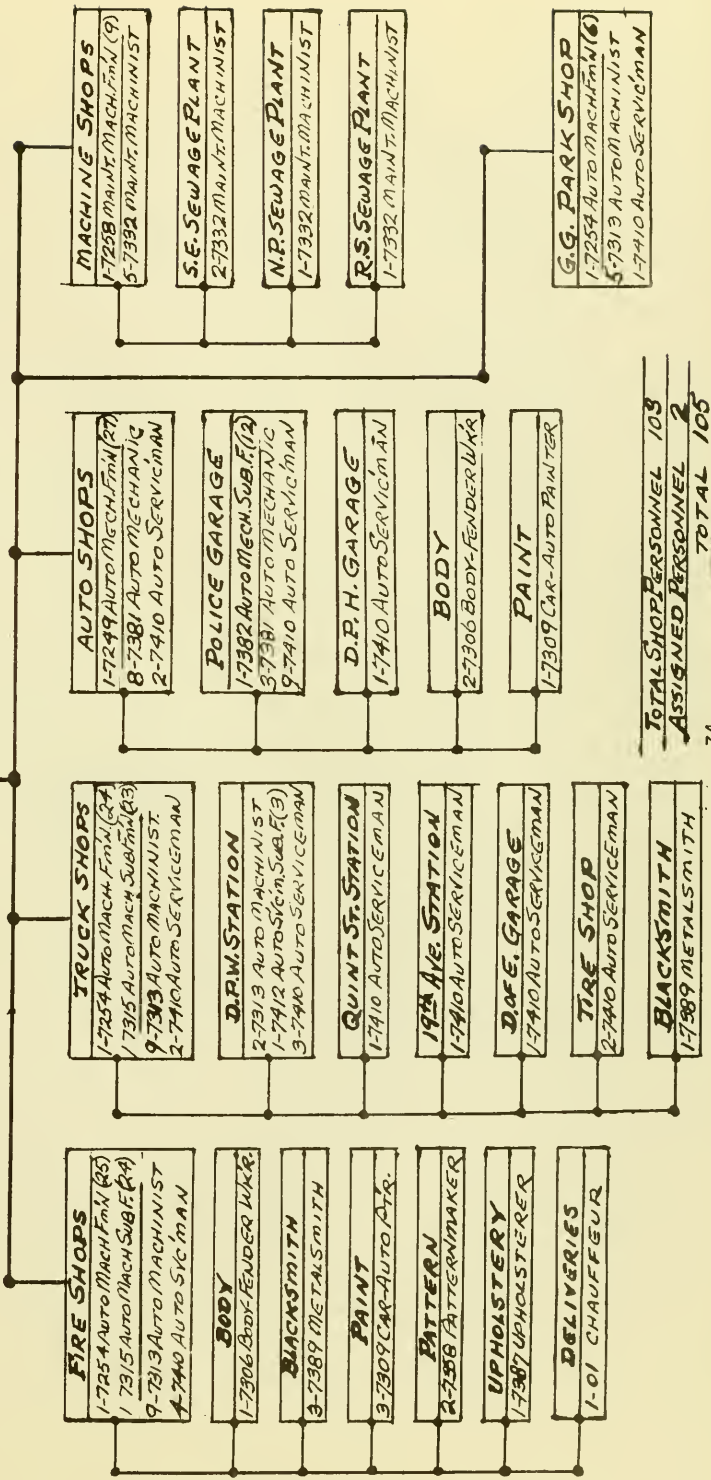
SUPERVISION
1-7277 ASST. SUPV. CITY SHOPS (101)

STORES - SUPPLIES
1-1936 SR. STOREKEEPER (1)
1-1934 STOREKEEPER

BY ASSIGNMENT
(CENTRAL W.H.S.E.)

GENERAL OFFICE
1-1652 SR. ACCOUNTANT (4)
1-1632 SR. ACCOUNTANT CLERK
1-1630 ACCOUNT CLERK
1-1222 SR. PAY-PERS. CLERK
1-1424 CLERK TYPIST

JULY 1, 1975.

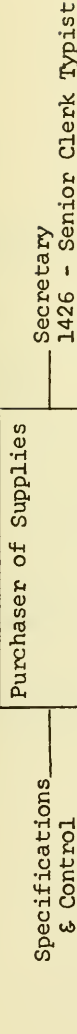


TOTAL SHOP PERSONNEL 103
ASSIGNED PERSONNEL 2
TOTAL 105

A P P E N D I X

PURCHASING DEPARTMENT

Chief Administrative Officer



Bureaus

REPRODUCTION	SHOPS	BUYING	PERSONNEL & ACCOUNTS	STORES & EQUIPMENT
Blueprint and Reproduction Manager	City Shops General Superintendent	Asst. Director of Purchasing & Services	Chief Clerk	Stores & Equipment Supervisor
1 Photographer 1 Sr. Account Clerk 7 Misc. Technicians	Asst. Superintendent City Shops	2 Senior Purchasers	Budgets & Accts. 1 Sr. Accountant	Stores & Equipment Asst. Supervisor
	8 Foremen & Sub-Fore. 1 Clerk Typist 1 Sr. Acct Clerk 1 Sr. Payroll Clerk 1 Sr. Accountant 1 Account Clerk 29 Auto Servicemen 32 Machinists 28 Various Crafts	Purchasers 8 Commodity Pur. 2 Printing Pur. 1 Asst. Pur., Term & Service Contracts	Personnel 1 Payroll Clerk Bids 1 Principal Clerk 6 Clerical Purchase Orders 13 Clerical	Inventory-Sales 4 Clerical Stores 12 Sr. Storekeepers 21 Storekeepers 9 Asst. Storekeepers

TABLE NO.1

Purchase Orders Processed

<u>1973-74</u>			<u>1973-74</u>	
	<u>Purchase Orders</u>	<u>Amount</u>	<u>Purchase Orders</u>	<u>Amount</u>
General	14453	\$ 13,846,231	13431	\$ 14,069,190
Education	9663	7,075,882	9018	6,029,496
Health	5631	5,270,191	5537	6,347,948
Utilities	5934	6,941,909	5983	6,545,860
	35681	\$ 33,134,213	32969	\$ 32,992,494
=====				
		<u>1973-74</u>	<u>1974-75</u>	
Purchase by				
Encumbrance Request		\$ 53,824,210	\$ 74,841,892	
Purchase thru				
Contract Certification		2,518,652	<u>3,000,000</u>	
		Grand Total	77,841,892	

TABLE NO 2

Expenditures

Comparisons of expenditures with original budget for all appropriations except Personal Service for 1974-75:

<u>Account</u>	<u>Budgeted and Supplemented</u>	<u>Encumbered & Expended</u>	<u>Surplus</u>	<u>Deficit</u>
Contract Services 4.311.200.000	68646	69595		949
Materials & Supplies 4.311.300.000	14550	13262	1288	
Equipment 4.311.400.000	752	683	69	
Premium Official Bonds 4.311.812.000	8398	8398		
Premium Auto Insurance 4.311.813.000	63007	63670		663
Misc. Insurance 4.311.815.000	44415	38181	6234	
Membership 4.311.854.000	987	1043		56
Total	200755	194832	7591	1668

F
90
F1
75-76
C.2

PURCHASING DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
ANNUAL REPORT

Fiscal Year 1975-76

DOCUMENTS

September, 1976

ANNUAL REPORT

PURCHASING DEPARTMENT

CITY AND COUNTY OF SAN FRANCISCO

The department purchases materials and supplies, equipment and contractual services for all departments of the City and County, including City-owned utilities, the San Francisco Port Commission, and the San Francisco Community College; repairs and maintains automotive and other equipment for the various departments, except Public Utilities, and for the School District as requested; operates a central reproduction bureau for departments requiring its services; transfers to other departments for use or sells equipment and supplies no longer useful to any department of the City; maintains a perpetual inventory of equipment in the various departments; and operates central stores of the Purchasing and various other departments.

In addition, advisory service is given to other departments by the shops on equipment and mechanical problems and by the Bureau of Buying on new products, specifications and prices.

The Purchasing Department during the fiscal year 1975-1976, expended \$29,202,103.99, through Purchase Orders, \$67,649,000.00 Encumbrance Requests and approximately \$12,076,484.00 through Certification of Contract for a total of approximately \$108,927,587.99. Sales of Charters, Codes and other documents amounted to \$11,435.61.

Charges by the Reproduction Bureau for printing, mimeographing, blue-printing, etc. amounted to \$212,000.00. Consideration should be given to the bureaus request for replacement of obsolete and inefficient equipment so they can reduce the cost to the departments and assume a greater part of the printing work load that is being sent to outside vendors.

The Bureau of Central Shops furnished maintenance, repair and service for 2,939 motorized units of the City-owned fleet. The total fleet is valued at approximately 10.5 million dollars.

The number of gallons of gasoline dispensed decreased over the previous year from 1,438,270 to 1,118,166 gallons.

The Bureau of Central Shops is encountering a problem in maintaining repair and service because of the increase in the average age of the vehicles in the City fleet. As the vehicles become older, they need more and more repair each year.

The Bureau of Stores and Equipment staffs the City's major storerooms, maintains inventory control of City-owned equipment and is responsible for the sale of surplus City equipment and supplies. Sales of these items amounted to \$113,216.29 during the past fiscal year. The bureau has operated since January 1976 without a Bureau Head due to cuts in funding. This has caused serious supervisory problems for the bureau.

PERSONNEL

Authorized positions totaled 198 permanent in four bureaus. The Organization chart is shown in the Appendix.

SUPERVISORY - June 30, 1976

Administrative

J.C. Gavin - Purchaser of Supplies
Helen E. Mc Manis - Secretary
Janice L. Stovall - Sr. Clerk Typist

BUREAUS

Buying

R. Tecco - Asst. Director of Purchasing & Services - Bureau Head.
R.C. Erickson - Senior Purchaser (Buying Staff)
G.A. Clarke - Senior Purchaser (S.F. General Hospital)
G.F. Burket - Senior Purchaser (Specifications & Standardization)
James Breslin, Senior Purchaser (Municipal Railway)
Judith M. Matranga - Coding Supervisor (acting)

Equipment and Supplies

Harold Gheno - Stores and Equipment Assistant Supervisor

Personnel and Accounts

Anna Gibbons - Chief Clerk - Bureau Head
Glenda Condran - Senior Accountant

Reproduction

Edward Fundis - Reproduction Manager - Bureau Head

Shops

A.M. Flaherty - General Superintendent of City Shops - Bureau Head
E.R. Rames - Assitant Superintendent of City Shops

SEPARATIONS:

RETIRED

<u>NAME</u>	<u>POSITION</u>	<u>APPROX. YEARS OF CITY SERVICE</u>
Bryden, Elmer A.	Auto Machinist Sub.Foreman	27 10-15-75
Kramer, Rudolph J.	Auto Machinist	29 11-8-75
Delnegro, Anthony D.	Auto Machinist Foreman	28 12-6-75
Farren, Frank	Senior Storekeeper	24 1-1-76
Rossit, Walter	Senior Storekeeper	20 1-1-76
Wilberg, Ernest C.	Automotive Serviceman	29 2-7-76
Commings, Frances D.	Senior Clerk Typist	8 3-1-76
Beck, Joseph H.	Stores & Equipment Supr.	33 2-18-76
Sanchez, Salvatore C.	Storekeeper	15 4-1-76
Munoz, Joseph C.	Automotive Mechanic	14 4-1-76
Johnson, Clarence L.	Upholsterer	24 4-1-76
Lee, James H.	Metal Smith	10 6-1-76
Passama, Frank J.	Automotive Serviceman	22 6-30-76

DIED

Kelley, Ward W.	Purchaser	1½ 5-30-76
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WORK ACCOMPLISHED

The work accomplished in the fiscal year is described in more detail under the separate bureaus.

Recapitulation is as follows:

<u>Bureau</u>	<u>Unit</u>	<u>1974-75</u>	<u>1975-76</u>
Buying	Purchase Orders	32,969	31,039
	Amount	\$32,992,494.00	\$29,202,103.99
	Encumbrance Req.		
	Amount	\$74,841.892.00	\$67,649.000.00
	Personal & Professional		
	Service Contracts		
	Amount	\$3,000,000.00*	\$12,076,484.00

*Estimate only

<u>Bureau</u>	<u>Unit</u>	<u>1974-75</u>	<u>1975-76</u>
	Bids Processed		
	Price quotations		6,055
	Informal Bids		2,526
	Formal Bids		318
	Term Contracts		105
Stores and Equipment	Surplus Sales Amount	\$241,255.00	\$113,216.29
	Major Stores Operated	11	11
Shops	Job Orders	10,821	9,384
	Expenditures	\$2,530,471.00	\$2,430,951.00
	Gasoline Dispensed (gal.)	1,438,270.00	1,118,166 (gal.)
Reproduction	Services rendered Amount	\$337,495.00	\$212,000.00

PERSONAL AND PROFESSIONAL SERVICE CONTRACTS

Section 7.100 of the Charter specifies that the Purchaser of Supplies shall enter into agreements for all contractual services required by the several departments and offices of the City and County.

In conformance with the Charter Section, the Purchasing Department is now involved yearly with a multitude of contracts for personal and professional service to the total value of approximately \$12,076,484.00. Much of this 12 million is derived from Federal and State grants.

This rapid expansion over the past four years has overwhelmed our small staff which furthermore has been depleted by job freezes and budget personnel reductions.

The work involved in this area consists of the review of each contract to establish its conformance with our requirements such as inclusion of all standard contractual conditions, insurance coverage bonding if necessary, proper signatures and supporting documents.

In addition to the contracts themselves, we are required to review and approve if acceptable all the financial documents involved such as contract certifications, contract modifications, contract payment authorizations, certificates of acceptance, encumbrance requests etc.

In an attempt to increase the effectiveness and efficiency of this area of procurement, the Purchaser is currently meeting from time to time with personnel from the Controller's office. We are examining and evaluating our present procedures and attempting to create better control and a higher degree of validation.

At a later date, we plan to meet with representatives of other City and County Departments with the goal of incorporating any beneficial ideas they may offer, and the elimination of as much red tape as possible.

BUREAU OF PERSONNEL AND ACCOUNTS

Anna Gibbons - Chief Clerk
Bill Fite - Principal Clerk

Traveling

Requisitions: Monthly Repetitive Purchase Orders are processed in quantity on a repeat basis. These are large numbers of requisitions as used by Public Health, Public Utilities, Public Works, Purchasing, Recreation and Park, Schools, Sheriff, Library, Controller, S.F. Community College, Airport and Port Commission.

Purchase
Orders:

Purchase orders are prepared by a Xerox process directly from the Requisition, thus assuring accuracy and speed of processing.

Tabulation
of Bids:

A microfilmed record of all bids receive by Purchasing.

Requisition
Register:

Cumulative runs of this register are made daily, weekly and monthly and are indispensable in locating requisitions processed for purchase order.

Vendor Index:

An alphabetical listing of purchase orders by Vendor kept on a continual basis.

Codes on
Purchase
Orders:

Use of Vendor Location Code, Buyer Code and Commodity Code continual.

Bid Index:

An informational source document showing all bid items on a commodity basis.

BUREAU OF PERSONNEL AND ACCOUNTS (Continued)

The number of purchase orders to be prepared is not constant, chiefly due to the fact that requisitions do not flow into the department in a uniform manner. Consequently, there are times when a high production may be desired when personnel is depleted by vacations (which cannot be spread over the normal vacation period due to conditions beyond our control), sickness, or otherwise. Our very limited temporary funds must be used in even more critical areas and at more critical times.

Sale of Charters, Codes and other documents:

<u>1974-75</u>	<u>1975-76</u>
\$16,610.00	\$11,435.61

Discount earned amounted to:

<u>1974-75</u>	<u>1975-76</u>
\$107,888.76	\$86,716.81

The Accounting Section is responsible for the department budget; encumbrance requests for contractual services for general office and reproduction; quarterly sales tax return; monthly fuel use tax returns; monthly gas and oil distribution reports; processing of inter-departmental work orders; security of counter sales funds; departmental revolving fund purchases; departmental pay check distribution; and regular accounting duties.

BUREAU OF BUYING

The Bureau of Buying, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City and County departments and the San Francisco Community College District. As requisitions are received from the various City and County Agencies they are converted either directly to purchase orders, as in the case of term contract items or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) are as follows:

I BUYING - BIDS AND AWARDS

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

III INSURANCE

Pursuant to Charter Section 7.100 and Sections 21.2-1 and 21.4 of the Administrative Code, the Purchaser of Supplies contracts for the insurance coverage for all the various City and County departments, boards and commissions.

This insurance program has greatly increased in size and complexity over the past years due to the expansion and extension of public facilities and services. In addition, there has been a deterioration of insurance markets and sharp increases in premium costs, some of which has been brought about by the legislative and judicial action in the field of general tort liability.

The effect on the Purchasing Department has been to greatly increase the workload of our small buying staff, which has never had available to it in its work force the trained and experienced insurance specialist needed for this highly technical procurement.

We strongly recommend the creation of a separate Risk Management Bureau, adequately staffed with trained and experience personnel. We believe the benefits and savings accruing from such an organization would be highly advantageous.

BUYING PERSONNEL

The buying staff consists of the following personnel:

- 1 - Assistant Director of Purchasing and Services
- 3 - Senior Purchasers
- 6 - Purchasers
- 2 - Purchasers (Printing)

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment (OE 400 funds) is also spread throughout the buying staff to prevent an overload on any particular buyer.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.

3. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The new form devised for this purpose makes it easier for departments to furnish desired information for bid purposes.

4. As time is available, personnel are assigned to:

- a. Review specifications, forms, and procedures.
- b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desirable. Term contracts added during the past fiscal year, are as follows:

(1)	Concrete Pumping Service	85850
(2)	Diesel Engine Injections	71650
(3)	Flocculant, liquid carbonic, water treatment	66325
(4)	Printing, Car Cards (Muni Man of the Month)	95500
(5)	Radio Installation and Maintenance Service	77650

5. Whenever practical term contracts are entered into for various services and commodities in general use by several departments or recurringly used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

6. Major purchases included the following:

<u>Prop.#</u>	<u>Description & Department</u>	<u>Amount</u>
874	Drive, Fan Belt, Viscous - Railway	\$107,804.00
877	Security Guard Service for The Bayview/Hunters Pt. - Mayor	46,920.00
881	Valve, Butterfly, 60" - Water - Engineering	30,551.00
901	Valve, Ball - Water	32,260.00
941	Trucks - Water	22,154.08
949	Furnish & Install Duplex Intercom System - Health S.F.G.H.	196,008.00
970	Cleaning Service at Candlestick Park - Rec/Park	33,600.00
987	Meter, Water Flow Rate Indicating - Water	18,900.00
994	CCTV System - Electricity	23,781.36
997	Chain, Links & Pins - Public Works	35,632.00
998	Transmission, Bus - Railway	34,276.64
103	Furnish & Install Radio, Mobile - Airport Commission	22,920.00
118	Freezers & Refrigerators - School	22,250.00
119	Shelving, Racks & Benches - Airport Commission	24,604.00
131	X-Ray Film & Report Filing Storage System, Medical - S.F.G.H.	37,074.51
145	Transceiver, Radio - Airport Commission	34,079.96
146	Trucks - Various	20,000.00
147	Sweeper, Street - Rec/Park	22,399.34
178	Refrigeration Machines & Related Services - Airport	681,280.00
187	Uniforms for Employees - Sheriff	94,054.00
203	Material, Plastic Fabricated - S.F.P.C.	62,401.46
208	Pamphlet, Printed, Election - Registrar	52,683.00
211	Fire Truck - Fire	69,962.00
214	Forms, Printed, Election - Registrar	39,479.55
219	Election Supplies - Finance & Records	28,434.00
224	Booklet, Printed City College, 1976-77 Catalog - College	31,964.96
229	Valve, Gate - Water, Engineering	19,934.67
231	Chain - Public Works	33,717.00
260	Automobiles - Police	83,520.00
293	Coffee - Health	30,032.64
281	Sprockets & Chain - Public Works	72,703.67
242	Medical Gas Equipment & Controls - Health	24,825.00
282	Ventilator & Respirator - Health	21,450.96
326	Polyvinyl Chloride Sheeting Protective Pilings - S.F.P.C.	60,219.00
251	Castings, Iron, Manhole Cover & Frame - Water-Hetch Hetchy	68,000.00
306	Signs, Traffic - Public Works Traffic Engineering	27,912.60

OPERATIONS (CONTINUED)

7. The commodity buyer for janitorial supplies is a permanent member of a committee for the evaluation of such products. The membership of the committee is comprised of the supervisors of custodial services from all City departments. The committee has been meeting monthly since October 1970 and much progress has been made in standardizing janitorial products. A primary example is in floor finish where a term contract has been established and the number of brands used throughout the City at any one time has been reduced from fifteen to one. A system of extensive testing of all janitorial products has been instituted by the committee and interested parties are encouraged to submit their products for testing. The past year has seen the standardization of floor cleaning and wax stripping compounds and detergent sanitizer for use by all City departments.

8. A continuing area of concentration for the Bureau of Buying was the problem of major equipment for S.F. General Hospital. To assure that all essential equipment would arrive in time to be installed and operational for the planned July 1976 opening, a record of each hospital requisition was kept on a separate log. All dates from receipt of requisition through bid mailing and opening dates; material received date; and date sent to controller for payment were closely followed and liaison maintained with the hospital to apprise them of the status. The total of such items procured for the fiscal year approximated \$1,016,484.00.

CODING DIVISION

The Coding Division operates as a part of the Bureau of Buying and is responsible for the development and application of the materials and supplies identification coding system, which is used by all City and County Departments. At the present time over 90,000 items which the City stocks in its warehouses are individually coded.

Considerable savings to the City in money, material, delivery time, and much follow-up correspondence had been realized from the inspection, by the Coding Section, of all incoming requisitions for material, supplies and equipment. By checking the Purchaser's item identification code number against the item and description, discrepancies are discovered in part numbers, sizes, prices, quantities, etc. These errors were corrected by coding and the involved department notified.

The Coding Division however has never reached its true potential because it has never had access to the City computer. The Coding System, if properly programmed for computer operation could offer valuable information and assistance in the budgeting of City funds for materials, supplies, and equipment, and in the retrieval and preparation of statistical data about the expenditure of such funds. Over the past 3 years funding for the coding activity has been drastically reduced at the very time when the information it could supply has become most important.

The total staffing now consists of a 1404 Clerk who through her own perseverance and personal ability, has been able to maintain the system in an operational state and provide essential coding data to the various departments. An outstanding example of the effort involved was the complete review and cataloging of all medical items used at San Francisco General Hospital and the present task of coding all of the parts and supplies for the repair and maintenance of the new City transit equipment.

The Department will renew its efforts to obtain realistic funding of this operation in the next budget .

RE: Percent of Discounts taken and lost for the fiscal year
1975 - 1976

	<u>Discounts Available</u>	<u>Discounts Taken</u>	<u>Discounts Lost</u>	<u>% Disc. Lost</u>	<u>% Disc. Taken</u>
July '75	\$ 7,279.13	\$ 6,476.36	\$ 802.77	12%	88%
Aug.	9,601.10	9,378.24	222.86	3%	97%
Sept.	7,192.12	6,522.27	669.85	9%	91%
Oct.	11,481.86	9,809.51	1,672.35	14%	86%
Nov.	6,944.39	6,188.87	755.52	10%	90%
Dec.	4,951.68	4,835.04	116.64	3%	97%
Jan. '76	14,748.43	14,649.41	99.02	1%	99%
Feb.	8,435.66	7,762.66	673.00	8%	92%
March	6,357.58	6,288.37	69.21	3%	97%
April	6,194.02	6,194.01	--	0%	100%*
May	2,785.88	2,785.88	--	0%	100%*
June	5,848.36	5,826.19	22.17	1%	99%

*Since separation of S.F.U.S.D. purchasing function.

<u>TOTALS</u>	\$91,820.20	\$86,716.81	\$5,103.39	6%	94%
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REPRODUCTION BUREAU

The Reproduction Bureau provides centralized service to all City Departments for photography, offset printing (up to 17" x 22"), mimeographing, ammonia printing (for architectural drawings), microfilming with an 1824 Xerox reproduction capability, and self service copiers.

Funds to operate the Bureau are provided by Work Orders from the Departments.

Our charges for services dropped from \$337,000 in 1974-75 to \$212,000 in 1975-76. Almost all the difference was due to the fact that the Yerba Buena plans were routed through and charged through our Bureau. We also had an overall reduction in the amount of work, although there was a steady increase in the number and length of reports, and of the quantities required.

Mrs. Nata Ingmire, Blueprint Machine Operator, retired as of July 1, 1976 after eleven years of service.

Paper for the wet blueprint process became more difficult to get and the amount of work was greatly reduced; to the point that it was not practical for us to continue the process. The equipment was sold. Wet blueprints shall be done, as needed, by a contract vendor. We gained storage space which was promptly filled with paper supplies.

The electrostatic plate material (for fast, medium quality duplicating) has proven itself. It will save \$3,000 to \$4,000 per year in material costs.

A change in Budget reproduction, from 11" x 17" offset to 8½" x 14" using a 9200 Xerox, greatly speeded the process for the Mayor's Budget planning. The 9200 Xerox's production potential is so great that one could handle perhaps 75% to 80% of the short run copy-duplicating now done in City Hall, on the many copiers scattered through the building. A single machine, with one or two less expensive ones for single copies could save the City many thousands of dollars a year.

We essentially completed microfilming the Recorder's Map Books, some 2300 pages and now are keeping up with the newly added pages. This provides both a measure of security and greatly improved access. We now provide copies in a few minutes, usually, rather than two or three days, as before.

BUREAU OF STORES AND EQUIPMENT

The Bureau of Stores and Equipment operates and maintains a central warehouse and storerooms in various City Departments; receives and issues materials, supplies and equipment for all departments of the City and County of San Francisco. This Bureau arranges for the sale of and sells surplus and obsolete personal property belonging to the City; exchanges equipment between departments and maintains a perpetual inventory of all materials purchased for the City and County of San Francisco. The Bureau maintains control of the entire automotive fleet, including the registration of City vehicles, listing, insurance and the reporting of all accidents; and the ordering and distribution of credit cards (lost or stolen and renewal).

The following locations are staffed and operated by the Bureau of Stores and Equipment:

<u>Name and Location</u>	<u>Type</u>	<u>Amount of Inventory</u>
Central Warehouse - 15th & Harrison Sts.	Stationery	\$ 10,546.66
	Janitorial Supplies	5,328.73
Dept. Public Works - 2323 Army Street		168,517.80
Water Department - 1990 Newcomb Avenue		859,022.65
Hetch Hetchy - Moccasin, California		58,074.60
S.F. Intl. Airport - South San Francisco		85,682.73
Municipal Railway - 24th & Utah Streets and 2 sub-stores		833,193.17*
	General Store	423,618.75
	Potrero and sub-store	221,321.99
Health Department - S.F. General Hospital, 22nd & Potrero		317,009.44
	Laguna Honda Hospital, 7th & Dewey	780,773.00
Recreation & Park - Golden Gate Park		46,796.00
Dept. Electricity - 901 Rankin Street		72,985.77
Sheriff's Dept. - City Hall, Room 331		242,503.41
Central Shop - 800 Quint Street		45,397.88
		<u>\$4,170,774.18</u>

BUREAU OF STORES AND EQUIPMENT - Continued

PERSONNEL

The Sales, Inventory and Stores Division is staffed by the following:

	1 Stores and Equipment Supervisor
	1 Stores and Equipment Assistant Supervisor
	1 Senior Clerk-Stenographer
	1 Senior Clerk-Typist
	2 Inventory Clerks
	12 Senior Storekeepers
	22 Storekeepers
	9 Assistant Storekeepers
	3 Assistant Storekeepers (CETA-Temporary)
TOTAL	<u>52</u>

SALES DIVISION

Thirteen sales were conducted during the fiscal year under the authority of Section 7.100 of the Charter between our office and City Hall Purchasing. Sales activities included legal research into various aspects of different sales, preparation of sales, inviting interested buyers to bid, opening and awarding of bids, collecting and depositing all money received from buyers with the City Treasurer and keeping records of correspondence relative to the sales.

The total revenue from the sale of 1975-1976 was \$113,216.29.

A general breakdown of the sales is as follows:

Vehicles	\$29,900.13
X-Ray Films	7,020.00
Paper - IBM Cards	7,509.92
Waste Oil	1,214.15
Scrap Metal - Iron	49,195.82
Grease and Bones	2,513.67
Sacks and Containers	467.60
Copperwire	12,684.50
Camera	800.00
Blue Print Machine	775.00
Bookkeeping Machine	40.00
Miscellaneous Equipment	1,095.50

BUREAU OF STORES AND EQUIPMENT - Continued

INVENTORY DIVISION

This division controls the Equipment Inventory of all City Departments; new equipment purchases are recorded and necessary papers are forwarded to Departments. We investigate and report to the Board of Supervisors on lost, damaged, or stolen items of equipment. We conducted surveys of Departments and updated the Perpetual Inventory records.

We estimated or secured estimates from moving concerns for various moves required by City Departments. We recommended procedure, confer and set the dates and supply necessary materials for moving or other liaison detail. This division assisted in 58 moving estimates and/or actual departmental moves during this fiscal year.

We arrange the disposal by sale of various Waste materials: such as Waste Paper, Tab Cards (IBM), X-Ray Film, and miscellaneous scrap metal. Surplus furniture and equipment is surveyed and made available to other City Departments by transfer.

Due to a shortage of personnel at Central Warehouse, this division assisted in the preparation of stationery orders and handled all deliveries of stationery to various City Departments.

STORES DIVISION

The past fiscal year has been a very trying year in the storerooms. Getting replacements for the storerooms has been quite a chore.

The following vacancies are creating a crisis situation:

- 1 Stores and Equipment Supervisor
- 4 Senior Storekeepers
- 3 Storekeepers
- 1 Inventory Clerk

Vacations and sick leaves will force the closing of storerooms for periods of time, thereby seriously affecting the efficiency of the departments which we serve and also jeopardizing the savings of discounts on purchase orders and having craft workers waiting around for the lack of materials and supplies. The CETA employees service will no longer be available as of 1977.

The new storeroom at S.F. General Hospital was completed on April, 1976; and a new storeroom at S.F. International Airport was completed during the fiscal year. Two new storerooms are still under construction at the Municipal Railway, which we expect to be completed late 1976 or early 1977.

CENTRAL SHOPS - ANNUAL REPORT

1975 - 1976

INTRODUCTION

FIRE APPARATUS SHOP

Electric Shop
Pattern Shop
Blacksmith Shop
Paint Shop
Upholstery Shop

TRUCK & HEAVY EQUIPMENT SHOP

Army St. D.P.W. Station
19th Ave. D.P.W. Station
Quint St. Station
Tire Shop

AUTO & LIGHT TRUCK SHOP

MACHINE SHOP

RECREATION & PARK SHOP

HALL OF JUSTICE SERVICE STATION

CONCLUSION

FINANCIAL STATEMENTS & CHARTS

BUREAU OF SHOPS

Section 7.100 of the Charter of the City and County of San Francisco provides that the Purchaser of Supplies shall have charge of a central garage and shop for the repair of City and County equipment.

In compliance the Central Shops and allied facilities provide all necessary mechanical maintenance and repair service for all City departments and bureaus (exception Public Utilities). In addition, it is the responsibility of this Bureau to inspect, appraise and make recommendations on all City owned vehicles contemplated for replacement and to aid the various departments in the writing of specifications; to receive and approve all new vehicles delivered to the City, and to outfit and prepare these vehicles for service.

Other Central Shops operations include Golden Gate Park Shop, providing maintenance for Recreation and Park Department equipment; Hall of Justice Service Station, where fuel and lubricants are provided for Police and other City cars, along with inspection and light maintenance for Police vehicles. Department of Public Works, Army Street Yard, where fuels, lubricants, preventive maintenance and inspection is provided Public Works vehicles, 19th Avenue Public Works Station, Health Department Garage, and Department of Electricity Garage.

Administration of the Shops, under the Purchaser of Supplies, is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent, aided by Mr. Edmond A. Rames, City Shops Assistant Superintendent.

The Central Shops, Quint Street operation, has four main maintenance shop areas. They are 1) Automobile, 2) Truck and Heavy Equipment 3) Fire Apparatus, 4) Machine; and the following auxiliary shops: Blacksmith, Pattern and Ladder Shop, Paint, Hose, Upholstery, Body and Fender, Tire, Service Station.

Along with the responsibilities for the maintenance and repair of mechanical equipment in school buildings, sewage plants, pumping stations, public buildings, etc., the Shops maintain 2,913 units of the City owned automotive fleet. These vehicles and machines are valued at approximately 10.5 million dollars.

The Bureau is staffed with 103 employees.

Of these, 83 are funded Interdepartmentally in the 312 Budget while 20 are funded directly or through transfer in 311 Budget.

FIRE APPARATUS SHOP

The Fire Apparatus Shop combined with five sub-shops, namely the Ladder Shop, Paint Shop, Electric Shop, Blacksmith and Body Shop, and Upholstery Shop maintains all fire fighting equipment.

This Shop is staffed with eight Automotive Machinists, two Metalsmiths, two Painters, one Body and Fender Worker, one Upholsterer, one Chauffeur (Truck Driver) and one Automotive Serviceman.

Shop supervision consists of one Auto Machinist Foreman, Ray Monti, and one Auto Machinist Sub Foreman, (temporarily vacant).

The Fire Shop and it's Sub Shops processed a total of 2,403 jobs for the year.

Included in the total of jobs completed on Fire Apparatus were:

- 1 Detroit Diesel engine major overhaul.
- 5 Major engine overhauls (gas)
- 127 Minor engine overhauls and/or repairs
- 153 Fire pump repairs. Gauges, Pressure-capacity change over valves, gates, water fitting leaks, pump screens etc.
- 2 Complete fire pump overhauls
- 16 Differential overhauls
- 12 Broken axles
- 6 Standard Transmission overhauls
- 2 Automatic trasmission overhauls, major.
- 16 Automatic transmission repairs and adjustments
- 262 Brake repairs - reline - air leaks - air compressor repairs - MGM & MAXI Safety brake cylinders and - brake adjustments.
- 37 Radiator repairs
- 16 Clutch replacements
- 103 100 ft. aerial repairs - Hydraulic leaks cables-valves - tank leaks bent and/or broken rungs - ladder locks - gauges.
- 11 Pumper water tanks - sand blast - Weld tank leaks and coat with rust resistant epoxy.
- 256 Lube and Service jobs
- 32 Chassis repairs - Springs - spring hargars - broken frames, steering gears.

Also included is the removal of usable parts such as ladder brackets, pegs, Gleason saddles, Scott cyl. brackets, red lites, sirens, small compartment boxes etc. from 9 - pumpers, 4 tractors and 3 City service trailers which were turned in and sold as surplus.

Of the eight Automotive Machinist assigned to the Fire Shop, one is assigned to the San Francisco International - Airport, Fire Apparatus, one is assigned to the Electric Shop and one is our daily field Serviceman.

The field Serviceman responded and made repairs to - 1,266 jobs at Fire Stations through out the City with the - apparatus being out of service for a short period of time during minor repairs.

The Automotive Machinist assigned to the San Francisco International Airport maintains and services all fire apparatus and equipment used by our fire fighting forces at the Airport.

ELECTRIC SHOP

A total of 312 jobs were completed in this Shop. The Electric Shop does the repairing of sirens, starters, generators, alternators, regulators, portable electric power plants and water pumps, water-vacs, extension's cords high intensity flood lamps - portable flood lamps, chains saws, cement cutting saws, metal cutting saws - hi ex foam units - battery changees etc. Also included for the Electric Shop is the - maintenance of lights and wiring of the fire apparatus along with the installation of red lites - sirens air horn buttons on new equipment prior to placing them in service.

PATTERN SHOP

This Shop is staffed by 2 Pattern-Makers. During the year they constantly inspect all 300 ladders used by the Fire Department. If any ladders are considered unsafe they are immediatly replaced by a stock ladders and the damaged one taken to the shop for repairs and re-finishing, 49 ladders were rebuilt this year.

Along with careful and professional inspection of ladders in service they design and make all new ladders of all sizes for the S.F.F.D., During the year they made up 2 new 50 ft. extension ladders and have just about completed the construction of 4 new 35 ft. extension ladders.

All patters for the City high pressure system are carefully maintained by the Pattern Shop.

They estimate costs and make new patterns for various other City Departments, such as valves and fittings, water pump impellers, wear rings and related pump parts.

They make patterns as needed and service other City departments such as the Recreation and Park Department, and the 3 water pollution control plants and pumping stations.

Included in their work is the making up of various types and size jack blocks, wedge blocks, ladder blocks, small tool and equipment boxes, pumper hose bed duck boards, wooden dividers for aerial truck beds and wooden parts as needed as new equipment is placed in service.

They also make up wood items for others shops such as ambulances, Truck Shop, and Police Shop.

BLACKSMITH SHOP

This shop is presently staffed with 2 Metalsmiths. There is one vacancy due to retirement which as yet has not been filled.

The work performed in this shop are as follows:

- 11 Water tanks welded for water leaks
- 160 Axes re-sharpened and or rehandled
- 62 Mauls and sledge hammer re-handled
- 6 Manufactured scott compt doors (Wards)
- 2 Aerial tiller Cabs

The Tow Truck, Salvage Co, one High Pressure Valve Unit, and the light wagon were outfitted by the Blacksmith Shop.

The divider police car screens were installed by the Metalsmiths.

The Blacksmith Shop manufactures new tools and repairs damaged tools, straightens aerial ladders and ladder rungs, welds broken machinery parts and services other shops Machine Shop, Truck Shop and Police Shop. They do all the welding of worn hydrant stems and fire hydrant related parts.

The Body and Fender Worker repairs all fire apparatus accidents and damaged apparatus bodyless.

A total of 44 apparatus were repaired and returned to service at a cost considerably less than estimates received from contractors.

Where the Fire Department was not responsible for the accident the party causing the accident is billed for the damages and collections are returned to the departments - maintenance and repair account.

PAINT SHOP

Staffed by 3 Painters 1 vacancy. Painters painted all damaged areas done by accidents and non accidents. Install seals, equipment numbers on new equipment, gold letter and gold leaf as necessary to all spot repairs. Paint all - wooden blocks - hose bumpers - ceiling hooks - stencil covers - stencil equipment and station numbers on apparatus and - apparatus equipment. Scraped and varnished 32 various size Fire Department ladders.

UPHOLSTERY SHOP

Staffed by one Upholsterer (presently vacant by retirement).

Made various hypolan covers for Fire Apparatus and - apparatus equipment such as hose bed covers, aerial truck bed covers, hose bed covers for the 3 squirts - compartment covers for the snorkel. Make up special equipment covers such as air-ex fan, porta-power box - hydraulic jacks, norton jacks - etc. Make up firemans belts with axe holder, flashlight holder, hydrant wrench, etc. Repair and make up new truckmens safety belts, firemen safety belts, ladder straps. Re-upholsters Auto, Truck and Fire Apparatus seats, re-upholsters - furniture for various departments. Makes up rubber gaskets for hose fittings, Keystone valves, outlet and inlet gate caps, 1½ hose lines, 1" hose lines, and miscellaneous gaskets made of various materials for different applications in the assembly of pumps, engines, compressors, etc.

The Fire Apparatus Shop, along with routine maintenance and repair, outfits and prepare for service all new or replacement apparatus.

Where it is to the financial benefit of the City major modifications and modernizing is often made on existing apparatus.

In September of 1975 this Shop equipped and placed in service the S.F.F.D. Tow Truck. It is a Ford L 9,000 chassis powered with a Detroit 8 V-71 diesel engine, Fuller five -

speed syncromesh transmission with a Dana two speed auxilliary transmission.

Mounted on the chassis is a Holms model 750 twin extendable booms wrecker. Among the towing features of this apparatus, it can be use for various highway accidents and cliff rescue operations.

Also equipt for service this fiscal year is a 1976 Ford Salvage Company and one 1975 GMC Valve unit for the High - Pressure System.

A unique project completed was the conversion of an antique light wagon to a modern, high lumin unit.

The truck body was reused and the obsolete generator and lights were replaced with a modern high efficency generator and boom light unit which is nested in a horizontal position for traveling.

When placed in operation, the boom is raised to a vertical position, can be extended to 40 feet and is capable of 360 degree rotation. The electrical generator is Diesel powered, 12.5 KW 120/240 Volts 60 cycle AC. Boom lamps consist of one 1,000 watt quartz Iodine wide beam lamp, two 1,000 watt metalarc wide beam lamps, and two 1,500 watt metalarc narrow beam lamps equipped with individual vertical aimers which are controlled from the operator panel to raise and lower beams separately.

This unit has the capacity of lighting up an area the size of Kezar Stadum. It was placed in service October of 1975.

TRUCK SHOP

The Truck Shop is staffed with 9 Auto Machinist, 2 Auto Servicemen, 1 Metalsmith under the Supervision of Foreman Arthur Chin. Also under the Supervision of the Truck Shop are 4 Sub Shops. They are:

ARMY ST. DPW STATION-Staffed with 1 Automotive Machinist Sub-Foreman, 2 Automotive Machinist, 1 Automotive Serviceman Sub-Foreman and 3 Auto Servicemen. Operating from 7 A.M. to Mid-night - Monday - Friday.

19th AVE. DPW SERVICE STATION- Staffed with 1 Auto Serviceman.

QUINT ST. SERVICE STATION- 1 Auto Serviceman.

QUINT ST. TIRE SHOP - 2 Auto Servicemen.

The Truck Shop is responsible for the maintenance and repairs of automotive equipment of various City Departments. They can range from road graders to lawn mowers. Below is a partial list

Dump Trucks	Street Mechanical Sweepers	Vans
Street Rollers	Street Water Flushers	Busses
Asphalt Paver	Garbage Compactors	Concrete Saws
Asphalt Spreader	Sewer Eductors	Tree Chippers
Tool Heaters	Sewer Jet Rodders	Pumps
Cranes	Ambulances	Compressors
Tractors	Backhoes	

1,655 job orders were processed during the 1975-76 fiscal year. They can range from a complete engine overhaul to minor repairs and adjustments. Completed jobs by categories are:

140	Brake Repairs
38	Complete Brake Overhauls
148	Clutch Repairs
32	Complete Clutch Overhauls
92	Transmission Repairs
16	Complete Transmission overhauls
28	Steering repairs
138	Engine Tune Ups
61	Engine Repairs
8	Complete Engine Overhauls
95	Alternator - Generator Overhauls
96	Charging Circuit Repairs
112	Starter Overhauls
82	Carburater Overhauls
123	Road Calls
97	Tows
38	Exhaust System Repairs
68	Battery Replacement
12	Accident Repairs
78	Radiator Repairs
19	Radiator Recores
142	Blacksmith Fabricating Jobs
139	Various minor repairs

In addition the Truck Shop, through its foreman, is responsible for the operations of these four sub shops.

Quint Street Service Station

Gasoline Dispensed	163,483 gal.
Oil Dispensed	7,780 qts.
Vehicles lubed and serviced	943

19th Avenue Station

Gasoline dispensed	54,307 gal.
Oil dispensed	1,100 qts.
Vehicles lubed and serviced	42

Quint Street Tire Shop

New Tires mounted	1,344
Recap tires mounted	769
Wheels switched	50
Road calls	266
Tires repaired	636

Department of Electricity Garage

Vehicles lubed and serviced	136
Road Calls	18
Minor repairs	52

Health Department Garage

Lube & Service	129
Tires	22
Minor repairs	48

ARMY STREET (DPW) STATION

This service facility is located in D.P.W. maintenance and vehicle storage yard at 2323 Army Street.

Its function is to provide minor maintenance and repairs, preventive maintenance, fuels and lubricants to the fleet of the Department of Public Works automotive equipment. Services are available from 7:00 A.M. to midnight, five (5) days per week.

The Station is staffed with one Automotive Serviceman Sub-Foreman and one Automotive Machinist on the day watch.

The bulk of the service is provided between 4:00 P.M. and midnight. Night staff consists of Automotive Machinist Sub-Foreman, Rene Mir, one Automotive Machinist and three Automotive Servicemen.

On this watch, vehicles are run through the fuel and inspection lanes - receive minor repairs and required lubrication service.

The fiscal year saw 2,530 various repair and 698 service jobs completed. 256,076 gallons of gasoline were dispensed along with 703 gallons of kerosene, 2,113 gallons of lube oil and 2,416 gallons diesel fuel.

114 various units of automotive equipment were routed to the Central Shops for correction of major defects.

A parking bay, adjacent to the service station, was developed into a service and inspection area for motorized street sweepers. This service works in conjunction with the Street Cleaning Bureau's expanded program of mechanical sweeping of controlled parking streets throughout the City.

Night maintenance and service on these machines provides for maximum operating efficiency and day light sweeping time.

AUTO SHOP - LIGHT TRUCK SHOP

The Automobile - Light Truck Shop is responsible for the maintenance and repair of 751 automobiles, 294 light trucks and 299 motorcycle vehicles.

Permanent staff consists of eight Auto Mechanics, two - Automotive Servicemen, two Body & Fender Workers and One Auto Painter under the direction of Foreman Ed Franke.

Repair job orders completed this fiscal year were 3,270 (3,428 jobs previous year).

Included were:

802	Brake jobs
525	Tune up and performance tests
144	Radiator - cooling system overhauls
117	Automatic transmission overhauls
83	Automatic transmission service
37	Clutch overhauls
24	Valve grinds
20	Engine Overhauls
230	Road calls and tows
1,030	Miscellaneous jobs completed

Accident damage repairs totaled 262. In many cases - salvaged body parts from our stocks permitted us to repair the damaged vehicle at a fraction of the normal cost and time.

The plurality of jobs processed through this Shop are for the Police Department.

Priority of repair is given these cars along with those of the other emergency services.

Due to a freeze on funding replacement Police cars were not purchased and delivered mid fiscal year as is usual though the money was finally released in June 1976. This delay necessitated continual work on the old cars throughout the entire fiscal year.

A total of 1,276 repair jobs were completed in this Shop on Police vehicles.

Replacement and/or new vehicles received for the various emergency services were equipped for their particular assignment - Included were:

25	Police - Black & White
15	Police - Undercover
4	Police Patrol Vans
9	Fire Department Chiefs cars
8	Sheriff Department Vans and Autos

This Shop suffered the separation of two mechanics who retired this past fiscal year.

The loss of their production in the maintenance of an automotive fleet that is generally over age is developing a serious back log of unrepaired vehicles that cannot be processed through the Shop in a timely manner.

MACHINE SHOP

The Machine Shop is staffed with 9 Maintenance Machinists (one position unfilled) and 1 Maintenance Machinist Foreman Mr. John J. Raos. During the fiscal year 1975-76 the Machine Shop performed a total of 725 jobs.

The areas in which this Shop services are in the Public Schools Boiler Room repairing and servicing circulating pump; heat blower fans and heat pumps.

The Machine Shop maintains and services all Machine Shop tools and hand tools of the Industrial Arts Section of the School Department. The repairing and servicing of metal turning lathes milling machines, Print Shop equipment, Sheet Metal and Wood working tools.

The Park and Recreation Department requires our services in the repair and over-hauling of numerous irrigation and sewerage pumps. Located thru out the Park system.

The Machine Shop section repairs all boiler room equipment required to heat and ventilate all the buildings of the Community College. The repair and modifying the safety lock system on the bleachers in the men's gym.

The Machine Shop makes and repairs parts for the low pressure and high pressure hydrants located thru out the City such as - hydrant spindles, king valves, nozzle gates. One Machinist is assigned to repair the Fire Departments tools and hardware carried on all the Fire Apparatus, all types of pressure and vacuum guages the over-hauling and servicing of the high pressure equalizing valve, better known in the Fire Department as the Gleason Valve, the repair and servicing of all types of Fire Hose shut off valves and the repair of the 3 way portable monitor. The Machine Shop keeps in repair the breathing oxygen air compressors and their related equipment.

The Sewer Treatment Plants consisting of Richmond Sunset, North Point, and the South East Plant are kept in repair with the assistance of 4 Machinists under the supervision of the Machine Shop Foreman.

The Maintenance Machinist in these plants, maintain and repair machinery necessary to carry out a 24 hour operation.

Jobs completed by these machinists are as follows. The repair of the Bar Racks in the sediment tanks and the Grit Tanks. The re-newal of sprockets, shafts, electric motor, bearings, the overhaul sludge - pumps, sand pumps, change bearings, and service large vent fan assemblies. Over-hauling various sizes of rootes blowers and chlorine valves.

The high pressure water system in providing water necessary to fight large fires in the City, requires the services of the Machine Shop in keeping in top condition pumping machinery, and the repairing and making of parts for the various fire hydrants located thru out the City.

The Hose Shop is a sub-section of the Machine Shop. This unit is charged with the inspection, repair and distribution of all Fire Hose.

During the past fiscal year 1975 - 1976 25,000 feet of new hose was inspected, tested, labelled and distributed to the various Fire Department companies.

Over 10,000 feet of inservice Fire Hose was inspected, repaired and sent back to the Fire companies.

RECREATION AND PARK SHOP

This repair facility is located in the Golden Gate Park maintenance yard at 3rd Ave. and South Drive. Here mechanical maintenance and services are provided all automotive equipment and power driven horticultural machines used in park maintenance throughout the City.

This Shop is normally staffed with five (5) Automotive Machinists, one Automotive Serviceman and supervised by Foreman James Elliot. They maintain 191 various autos, trucks and heavy motorized machines along with 468 various power driven units.

Job orders completed during this fiscal year totaled 1,331 and include the

- 1) Complete engine and hydraulic system overhaul of a 1968 Case Back Hoe.
- 2) Major overhaul and rebuild of three medium duty truck engines
- 3) Major overhaul of Weed cutting barge - used for clearing unwanted growth from lake bottoms.
- 4) Repair of extensive corrosion damage to Zoo fertilizer truck.
- 5) Complete overhaul and rebuilding of 28 Spartan grass cutting units for Park master gang mowers.
- 6) Major overhaul of 22 rotary mowers.

Production from this Shop fell off this fiscal year to 1,331 from the 2,058 jobs completed the previous year - this was caused by a retirement of a veteran employee and the resignation of another. This coupled with the strike lost is 371 man days of work. An effort was made to balance this loss of in shop activity by the accelerated use of private contractors services. The budget however, limits our expenditures in this area.

It is expected that the next fiscal year, 1976-77, will see a release of frozen employment requisitions so that this shop might be again properly staffed and production returned to normal.

HALL OF JUSTICE SERVICE STATION

This branch of the Central Shops is located at 950 Bryant St., west of the Hall of Justice. It provides fuel and service to Police Department vehicles and supplies gasoline and oil to other City vehicles. The station is operated 7 days a week - from 7 A.M. to midnight and is staffed with nine (-1) Automotive Servicemen, three Automotive Mechanics and one Automotive Mechanic Sub-Foreman.

The convenient down-town location and the accelerated - useage of Police vehicles make this a high volume distribution point of fuel and lubricants for City vehicles.

The past year shows the following services performed:

Gasoline Dispensed

Police Department	495,106 gallons
Other Departments	<u>150,194</u> gallons
Total	645,300 gallons

Oil Dispensed

Police Department	12,764 quarts
Other Departments	<u>972</u> quarts
Total	13,736 quarts

Tow Jobs (Autos)	984
Tires Changed (new)	1,404
Tires repaired	291
Battery Service (New & charged)	194
Lube and Service jobs	1,940
Mechanical repairs	6,911
Brake reline jobs	248

Motorcycle Service

Lube & Service	495
Tire changes	265
Batteries	111
Repairs	3,487
Tows	92

The motorcycle preventive maintenance and service program was improved upon at this station, with the assignment of an Automotive Mechanic to perform scheduled services and make emergency repairs on the fleet of 303 various Police Motorcycles.

The production realized from this work program is expected to permit a marked savings in contractual motorcycle repairs in the coming fiscal year.

CONCLUSION

The fiscal year 1975-76 saw the continuance of maximum - effort by the Central Shops to fulfill their work responsibilities within the limits of budget appropriations.

A comparative review of units of services produced this fiscal year with the previous year 1974-75 shows.

	<u>1974-75</u>	<u>1975-76</u>
Major repairs	10,821	9,384
Minor repairs and Services	17,995	22,573
Total Dollars Expended	\$2,867,002.00	\$2,799,341.00

A reduction in shop craft personnel due to an inordinate number of separations from the staff coupled with the freeze of personnel requisitions had a negative effect on shop production as did the five week period of the craft strike.

Major repair jobs - essential to the up keep of an aging fleet of motorized equipment, fell behind for the first time in recent shop history.

Aside from these unplanned reductions in staff the Central Shops for the past several years, has been developing a negative ratio between automotive craftsmen and equipment maintained.

The year 1959, when the Shops were consolidated in their new location, 63 Automotive crafts men and service men maintained 1,573 units of automotive equipment.

A gradual increase over the years to 1976 provided for 70 automotive tradesmen an 11% increase maintaining 2,939 units of automotive equipment for an 87% increase.

The situation boils down to "insufficient staff and/or dollars to properly maintain a working fleet that is constantly expanding and exists without the implementation of a replacement program".

The forthcoming fiscal year, offers little improvement in this area. We again must look forward to spiraling operating costs and increased down-time as extensive maintenance and - repairs are required to keep the fleet in a safe and operable condition.

Private industry has recognized that automotive equipment has a predicted economic life span. Governmental agencies - generally agree with this concept and have initiated programs of timely replacement.

Many cities are coordinating the responsibility for their essential in-service transportation operation within a single bureau or department. That division acquires the vehicles and then "leases" them to the operating departments for a flat - periodic fee that would include operating expenses and a depreciation factor. At the end of a predetermined useful life a reserve fund has been accumulated for replacement. We should continue to investigate and consider the advantages of such a policy.

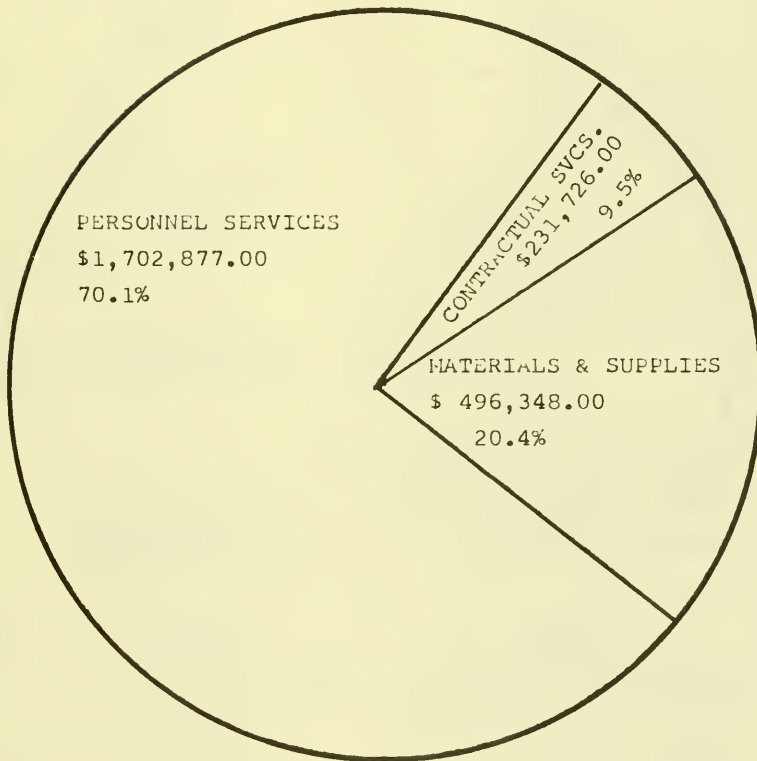
CENTRAL SHOPS
ANNUAL REPORT
DEPARTMENTAL EXPENDITURES
1975 - 1976

DEPT. NO.	DEPARTMENT	WORK ORDERS RECEIVED	EXPENDED
111	Adult Probation	\$ 1,500.00	\$ 887.05
113	Art Commission	1,200.00	1,235.02
115	Assessor	1,000.00	265.56
117	City Attorney	555.00	513.61
119	City Planning	1,275.00	1,309.20
121	Civil Service	115.00	79.00
123	Controller	700.00	99.64
131	Emergency Services	1,400.00	1,214.10
141	District Attorney	2,350.00	2,683.65
145	Fire Department	445,957.00	453,991.17
145.1	Equipment and Hoses	160,000.00	159,947.52
145.3	High Pressure	17,000.00	18,057.00
151	Mayor	2,500.00	1,521.81
154	Model Cities	8,025.00	7,508.35
161	Police	442,075.00	451,143.93
161 MR	Motorcycles	84,000.00	77,621.57
165	Public Defender	2,229.00	2,406.04
169	Social Services	12,520.00	11,848.71
170	Single Men's Rehab.	400.00	924.56
173	Sheriff	25,293.00	25,593.17
181	Supervisors	1,620.00	1,577.04
185	Probation Office	8,500.00	8,211.82
187	Log Cabin	3,400.00	3,113.20
188	Hidden Valley	2,700.00	1,822.59
213	Academy of Science	800.00	1,233.17
221	Chief Admin. Officer	300.00	607.00
223	Coroner	4,170.00	4,321.57
233	Electricity	16,294.00	14,823.40
243	Public Administrator	2,200.00	1,788.90
245	Real Estate	245.00	286.68
255	Registrar	1,186.40	1,193.33
261	Tax Collector	2,200.00	2,176.96
265	Weights and Measures	2,000.00	2,119.87
311	Purchasing	850.00	1,000.38
413	Architecture	3,550.00	3,645.99
415	Building Inspection	16,277.00	12,813.89
417	Building Repair	40,295.00	35,401.38
417.2	Traffic Painting	10,538.00	7,676.17
421	Engineering	14,678.00	14,054.78
423	General Office	675.00	581.46
424	Personnel Administration	1,200.00	1,275.83
425	Sewage Pump	2,270.00	1,761.69
427	Sewage Treatment	5,500.00	2,857.77
429	Sewer Repair	67,121.00	67,440.39
431	Street Cleaning	140,716.00	128,617.58

ANNUAL REPORT

<u>DEPT. NO.</u>	<u>DEPARTMENT</u>	<u>AMOUNT APPROPRIATED</u>	<u>EXPENDED</u>
431.1	Broom Cores	\$ 12,652.00	\$ 9,060.28
431.3	Garageman	19,462.00	17,736.88
431.4	Auto Machinist	63,769.00	50,622.83
513	Administration	2,000.00	3,216.52
531	Food & Sanitation	10,550.00	9,912.52
535	Health Centers	1,320.00	1,219.73
551	Emergency Hospital	52,050.00	49,352.93
553	Hassler Home	200.00	387.63
555	Laguna Honda	4,400.00	3,873.65
557	S.F. Hospital	3,500.00	3,957.49
567	Mental Health	9,300.00	8,566.23
577	Bureau of Alcoholism	1,500.00	1,143.57
621	De Young Museum	400.00	272.28
631	Library	3,500.00	3,258.65
651	Recreation & Park	229,254.00	228,179.20
651.9	Recreation & Park - General	3,500.00	3,237.92
653	Candlestick Park	3,000.00	1,282.64
661	School District	61,000.00	53,454.40
669	City College	22,400.00	18,413.57
681	Street Repair	119,652.00	119,805.17
681.AS	Army Street	38,767.00	37,163.53
683	Traffic Engineering	15,939.00	13,078.81
686	Street Planting	14,171.00	13,200.97
725	Airport	26,000.00	24,025.74
775	Port Commission	349.73	349.73
		\$2,278,015.13	\$ 2,214,026.37
Add: Funds budgeted and expended for special Work Orders		207,833.87	216,924.63
Surplus			
			54,898.00
		\$2,485,849.00	\$ 2,485,849.00

HOW CENTRAL SHOPS SPENT WORK ORDERS (312)
DURING THE YEAR 1975-76



GRAND TOTAL WORK ORDERS	\$ 2,430,951.00
1974-75 COMPARISON	\$ 2,530,741.00

CENTRAL SHOPS

Annual Report

1975-1976

Comparison of Expenditures with Amount Budgeted

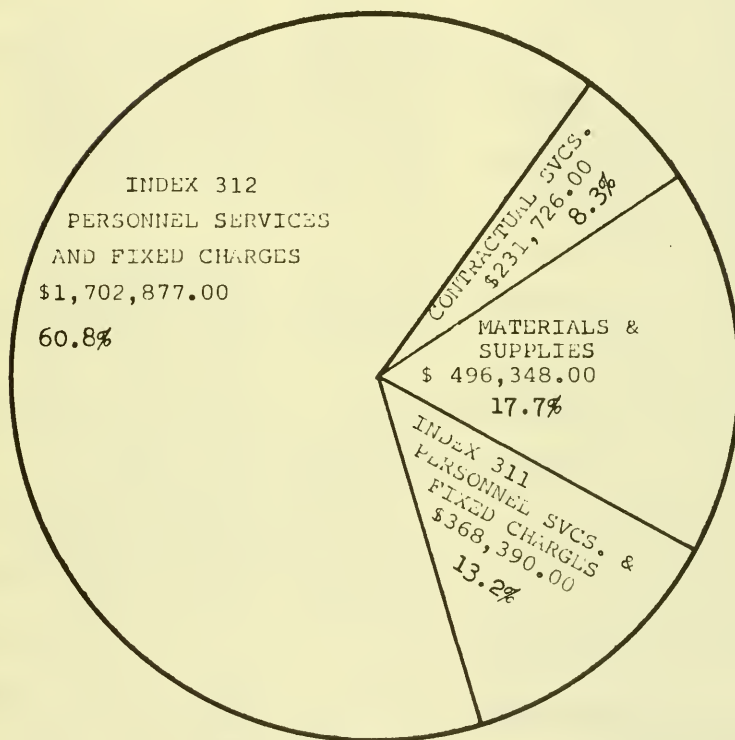
<u>INDEX</u> <u>312</u>	<u>SUMMARY</u>	<u>BUDGETED</u> <u>1975-76</u>	<u>EXPENDED</u> <u>1975-76</u>
110	Permanent Salaries	\$ 124,692.00	\$ 115,155.00
111	Overtime	1,710.00	1,456.00
112	Holiday Pay	528.00	493.00
130	Wages	1,508,001.00	1,263,647.00
200	Contractual Services	198,886.00	231,670.00
300	Materials & Supplies	396,100.00	496,348.00
800	Fixed Charges	56.00	56.00
863	Mandatory Fringe Benefits	<u>322,126.00</u>	<u>322,126.00</u>
	Sub- Total	<u>\$ 2,552,099.00</u>	<u>\$ 2,430,951.00</u>

*Central Shops Budget \$2,552,099.00

Actual Work Orders received	\$ 2,485,849.00
Less: Total Expenditures	<u>(2,430,951.00)</u>
Unexpended Balance	<u>\$ 54,898.00</u>

<u>INDEX</u> <u>311</u>	<u>SUMMARY</u>	<u>BUDGETED</u> <u>1975-76</u>	<u>EXPENDED</u> <u>1975-76</u>
110	Permanent Salaries	\$ 52,913.00	\$ 52,913.00
131	Holiday Pay and Overtime	3,536.00	3,067.00
130	Wages	235,416.00	218,146.00
132	Temporary Wages	10,547.00	6,600.00
863	Mandatory Fringe Benefits	<u>65,978.00</u>	<u>65,976.00</u>
		\$ 308,390.00	\$ 346,704.00
	Unexpended Balance		<u>\$ 21,686.00</u>
		<u>\$ 368,390.00</u>	<u>\$ 368,390.00</u>

HOW CENTRAL SHOPS SPENT 311 & 312 FUNDS
DURING THE YEAR 1975-76



GRAND TOTAL	1975-76	\$ 2,799,341.00
GRAND TOTAL	1974-75	\$ 2,867,002.000

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JUNE 30, 1976

DEPT. NO.	DEPARTMENT	NO. OF VEHICLES	DEPT. NO.	DEPARTMENT	NO. OF VEHICLES
111	ADULT PROBATION	8		<u>PUBLIC HEALTH DEPARTMENT</u>	
113	ART COMMISSION	5	513	ADMINISTRATION	7
115	ASSESSOR	2	525.1	COMM. DISEASE	2
117	CITY ATTORNEY	2	531	FOOD & SANITARY INSP.	31
119	CITY PLANNING	2	535	HEALTH CENTERS	5
121	CIVIL SERVICE COMM.	1	539	PUB. HEALTH NURSING	1
123	CONTROLLER	1	551	EMERGENCY HOSPITALS	16
131	S.F.DISASTER CORPS.	5	553	HASSLER HOSPITAL	4
141	DISTRICT ATTORNEY	19	555	LAGUNA HONDA HOSP.	12
145	FIRE DEPARTMENT	264	557	S.F.GEN.HOSPITAL	15
154	MODEL CITIES PROGRAM	13	561	MENTAL ADMIN.	2
161	POLICE DEPARTMENT	371	567	MENTAL HEALTH	10
165	PUBLIC DEFENDER	5	577	BUR. OF ALCOHOLISM	3
169	SOCIAL SERVICES	41			
170	SINGLE MEN'S REHAB.	2	621	DE YOUNG MUSEUM	3
173	SHERIFF	54	631	PUBLIC LIBRARY	7
181	BOARD OF SUPERVISORS	1	651	REC.& PARK-GENERAL	191
185	JUVENILE COURT	21	651-S	REC.& PARK-NON-AUTO	468
187	J.C.LOG CABIN	6	653	CANDLESTICK PARK	10
188	HIDDEN VALLEY SCHOOL	2			
213	CA. ACADEMY OF SCIENCE	8		<u>S.F.UNIFIED SCHOOL DIST.</u>	
221	CHIEF ADMN. OFFICER	1	661-B	JOHN O'CONNELL	5
223	CORONER	7	661-E	SHOP TRUCKS	20
233	DEPT. OF ELECTRICITY	43	661-F	GARDENERS AUTOS, ETC.	28
243	PUBLIC ADMINISTRATOR	3	661-G	DELIVERY TRUCKS	14
245	REAL ESTATE	1	661-H	ADMINISTRATION	10
247	CIVIC AUDITORIUM	4	661-J	DELIVERY, FURNITURE	8
255	REGISTRAR OF VOTERS	1	669	CITY COLLEGE	43
261	TAX COLLECTOR	7			
265	WEIGHTS & MEASURES	10	775	S.F.PORT COMMISSION	71
311	PURCHASING-MAIN OFFICE	4			
312	PURCHASING-CENTRAL SHOPS	39		<u>DEPT. OF PUBLIC WORKS</u>	
	<u>DEPT. OF PUBLIC WORKS</u>		681	DPW-STREET REPAIR	101
413	ARCHITECTURE	8	683	BUREAU OF ENGINEERING	35
415	BLDG. INSPECTION	45	686	DPW-TREE PLANTING	48
415.1	F.A.C.E. PROGRAM	5		<u>SUB-TOTAL</u>	<u>2,640</u>
417	BLDG. REPAIR	121	161-M	POLICE SOLOS	91
417.2	TRAFFIC PAINTING	27	161-M	POLICE 3 WHEELS	150
421	ENGINEERING	40	161-S	POLICE SCOOTERS	39
423	GENERAL OFFICE	2	161-T	POLICE TRAIL BIKES	19
424	PERSONNEL ADMN.	3			
425	SEWAGE PUMPING	3			
427	SEWAGE TREATMENT	26			
429	SEWER REPAIR	111		<u>GRAND TOTAL</u>	<u>2,939</u>
431	STREET CLEANING	126			

CENTRAL SHOPS EMPLOYMENTS

1975 - 1976 Budget

Index 311 & 312

PER 6-30-76
FUNDED BUT VACANT
POSITIONS DUE TO
RETIREMENT, PROMOTIONS, ETC.

1	7150 City Shops General Sup't.	
1	7277 City Shops Assistant Sup't.	
1	1652 Sr. Accountant	
1	1222 Sr. Payroll & Personnel Clerk	
1	1424 Clerk Typist	
1	1630 Account Clerk	
1	1632 Sr. Account Clerk	
1	7381 Upholsterer	1
4	7389 Metalsmith	1
1	01 Chauffeur (Truck Driver)	
1	7249 Auto Mechanic Foreman	
1	7382 Auto Mechanic Sub-Foreman	
11	7381 Auto Mechanic	3
3	7254 Auto Machinist Foreman	
2	7315 Auto Machinist Sub-Foreman	1
25	7313 Automotive Machinist	4
1	7412 Automotive Serviceman Sub-Foreman	
27	7410 Automotive Serviceman	2*
4	7309 Car and Auto Painter	1
2	7358 Pattern Maker	
3	7306 Body and Fender Worker	
1	7258 Maintenance Machinist Foreman	
<u>9</u>	7332 Maintenance Machinist	<u>1</u>
103	Permanent Positions	14

INTERDEPARTMENTAL TEMPORARY EMPLOYEES

2	7313 Automotive Machinist (Mechanical Street Sweepers)	
<u>2</u>	7381 Automotive Mechanic	<u>1</u>
4	Temporary Positions	

* Defunded in 1976 - 1977 Fiscal Year

ORGANIZATION

PURCHASING DEPT. - CENTRAL SHOPS

DEPARTMENT HEAD
1-1162 PURCHASER OF SUPPLIES

ADMINISTRATION
1-7150 GEN. SUPV. CITY SHOPS (102)

SUPERVISION
1-7277 ASST. SUPV. CITY SHOPS (101)

BY ASSIGNMENT
(CENTRAL WHSE.)

STORES - SUPPLIES
1-1936 SR. STOREKEEPER (1)
1-1934 STOREKEEPER

GENERAL OFFICE
1-1652 SR. ACCOUNTANT (A)
1-1632 SR. ACCOUNTANT CLERK
1-1630 ACCOUNT CLERK
1-1222 SR. PAY-PERS. CLERK
1-1424 CLERK TYD. ST

JULY 1, 1975.

FIRE SHOPS
1-7254 AUTO MACH. FEM (25)
1-7315 AUTO MACH. SUBFEM (24)
9-7313 AUTO MACHINIST
1-7440 AUTO SVC. MAN

BODY
1-7306 BODY-FENDER WKR.

BLACKSMITH
3-7389 METALSMITH

PAINT
3-7309 CAR-AUTO STR.

PATTERN
2-7358 PATTERNMAKER

UPHOLSTERY
1-7387 UPHOLSTERER

DELIVERIES
1-01 CHAUFFEUR

TRUCK SHOPS
1-7254 AUTO MACH. FEM (24)
1-7315 AUTO MACH. SUBFEM (23)
9-7313 AUTO MACHINIST
2-7410 AUTO SERVICE MAN

D.P.W. STATION
2-7313 AUTO MACHINIST
1-7412 AUTO SVC. MAN
3-7440 AUTO SERVICE MAN

QUINT ST. STATION
1-7410 AUTO SERVICE MAN

19th AVE. STATION
1-7410 AUTO SERVICE MAN

DOVE GARAGE
1-7410 AUTO SERVICE MAN

TIRE SHOP
2-7440 AUTO SERVICE MAN

BLACKSMITH
1-7389 METALSMITH

AUTO SHOPS
1-7249 AUTO MACH. FEM (27)
8-7381 AUTO MECHANIC
2-7410 AUTO SERVICE MAN

POLICE GARAGE
1-7382 AUTO MACH. SUBFEM (12)
3-7381 AUTO MECHANIC
9-7410 AUTO SERVICE MAN

D.P.H. GARAGE
1-7410 AUTO SERVICE MAN

BODY
2-7306 BODY-FENDER WKR.

PAINT
1-7309 CAR-AUTO PAINTER

MACHINE SHOPS
1-7258 MAINT. MACHINIST (9)
5-7332 MAINT. MACHINIST

S.E. SEWAGE PLANT
2-7332 MAINT. MACHINIST

N.R. SEWAGE PLANT
1-7332 MAINT. MACHINIST

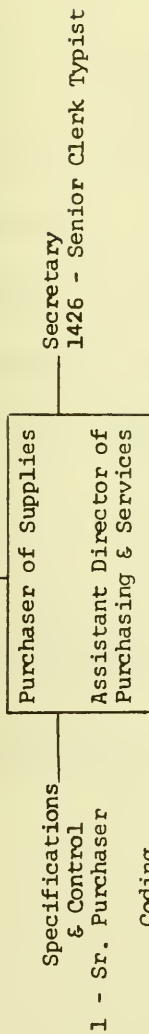
R.S. SEWAGE PLANT
1-7332 MAINT. MACHINIST

G.G. PARK SHOP
1-7254 AUTO MACH. FEM (6)
5-7313 AUTO MACHINIST
1-7410 AUTO SERVICE MAN

TOTAL SHOP PERSONNEL 103
ASSIGNED PERSONNEL 2

PURCHASING DEPARTMENT

Chief Administrative Officer



Bureaus

REPRODUCTION	SHOPS	BUYING	PERSONNEL & ACCOUNTS	STORES & EQUIPMENT
Blueprint and Reproduction Manager	City Shops General Super- intendent	Asst. Director of Purchasing & Services	Chief Clerk Payroll Sr. Acct.	Stores & Equipment Supervisor
1 Photographer 1 Sr. Account Clerk 7 Misc. Technicians	Asst. Super- intendent City Shops	4 Senior Purchasers	Principal Clerk	Stores & Equipment Asst. Supervisor
	8 Foremen & Sub-Fore. 1 Clerk Typist 1 Sr. Acct Clerk 1 Sr. Payroll Clerk 1 Sr. Accountant 1 Account Clerk 29 Auto Servicemen 32 Machinists 28 Various Crafts	Purchasers 8 Commodity Pur. 2 Printing Pur.	Bids 6 Clerical Purchase Orders & Invoice Payment 11 Clerical	Inventory-Sales 4 Clerical Stores 12 Sr. Store- keepers 21 Storekeepers 9 Asst. Store- keepers

PURCHASE ORDERS PROCESSED

	<u>1974-75</u>		<u>1975-76</u>	
	<u>Purchase Orders</u>	<u>Amount</u>	<u>Purchase Orders</u>	<u>Amount</u>
General	13431	\$ 14,069,190	12430	\$ 12,539,423
Education	8018	6,029,496	7558	5,303,784
Health	5537	6,347,948	5325	5,590,383
Utilities	5983	6,545,860	5726	5,768,514
	32969	\$ 32,992,494	31039	\$ 29,202,104

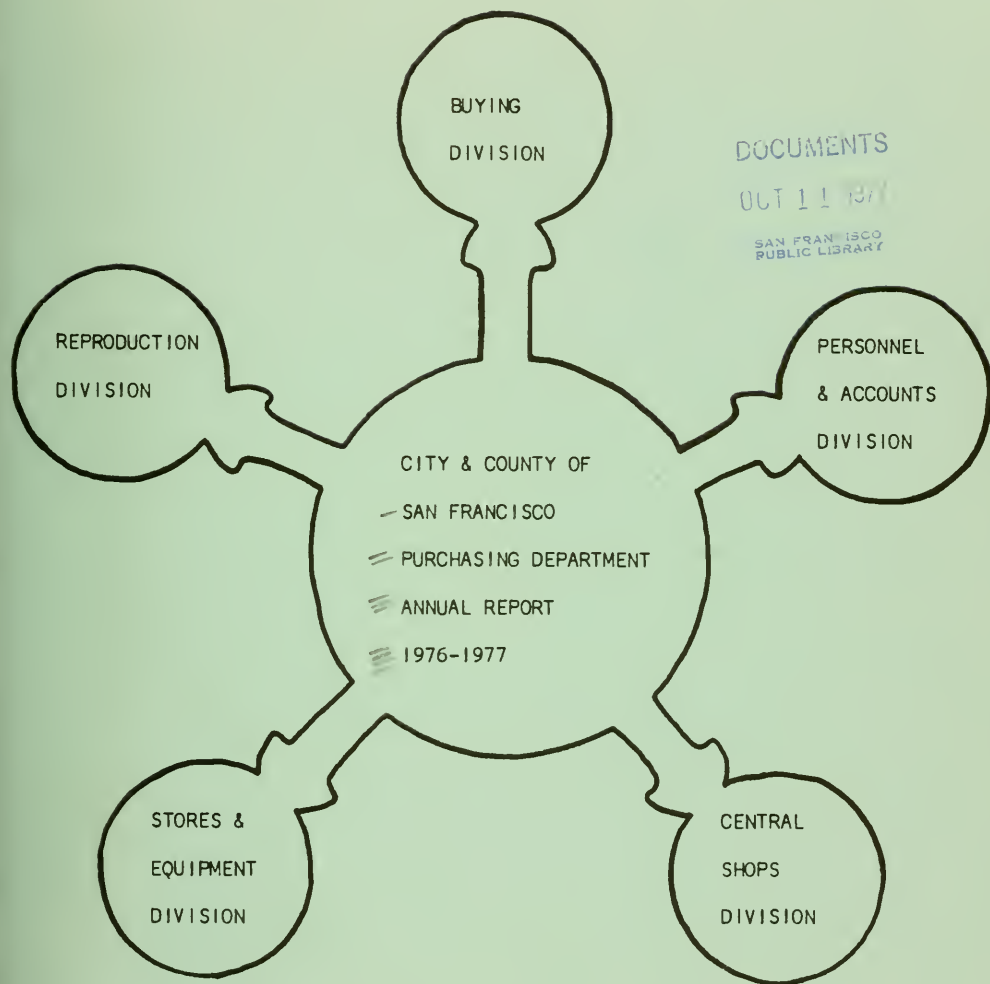
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	<u>1974-75</u>	<u>1975-76</u>
Purchase by Encumbrance Request	\$ 74,841,892	\$ 67,649,000
Purchase thru Contract Certification	3,000,000	12,076,484
Grand Total		79,725,484

90

6-77

2



DOCUMENTS

OCT 11 1977

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PUBLIC LIBRARY

ANNUAL REPORT

FISCAL YEAR
1976 - 1977

**City and County
of
San Francisco**



Purchasing Department

- BUYING DIVISION
- PERSONNEL & ACCOUNTS DIVISION
- STORES & EQUIPMENT DIVISION
- REPRODUCTION DIVISION
- CENTRAL SHOPS DIVISION

JOSEPH C. GAVIN
PURCHASER OF SUPPLIES

COMPILED BY
JUDITH MATRANGA

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September 14, 1977



Mr. Roger Boas
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco, California 94102

Dear Mr. Boas:

The annual report of the Purchasing Department for the fiscal year ending June 30, 1977 is submitted herewith. In accordance with the provisions of Section 3.501 of the Charter of the City and County of San Francisco.

Very truly yours,

A handwritten signature in dark ink, appearing to read "J. C. Gavin", written over a horizontal line.

JOSEPH C. GAVIN
Purchaser of Supplies

ORGANIZATION CHART

City and County of San Francisco

Purchasing Department

CHIEF ADMINISTRATIVE OFFICER

PURCHASER OF SUPPLIES

ASST. DIRECTOR OF
PURCHASING & SERVICES

— Stenographic Secretary
— Sr. Clerk Typist

BUYING DIVISION

Asst. Dir. of Purchasing & Services(1)
 — Sr. Clerk Typist(1)
Sr. Purchaser - Specification &
 Standardization(1)
Sr. Purchaser - Buying Staff(1)
Sr. Purchaser - S.F. General Hosp.(1)
Sr. Purchaser - Municipal Railway(1)
Purchaser(6)
Purchaser - Printing(2)

Coding Section

Coding Supervisor(1)
Clerk(1)

CENTRAL SHOPS DIVISION

City Shops General Superintendent(1)
City Shops Asst. Superintendent(1)
Sr. Accountant(1)
Sr. Account Clerk(1)
Account Clerk(1)
Sr. Payroll-Personnel Clerk(1)
Clerk Typist(1)
Auto Mach. Supervisor(3)
Auto Mach. Asst. Supervisor(2)
Auto Machinist(25)
Auto Service Worker(25)
Metalsmith(4)
Car-Auto Painter(4)
Patternmaker(2)
Upholsterer(1)
Chauffeur(1)
Auto Service Worker Asst. Super.(1)
Auto Mechanic Supervisor(1)
Auto Mech. Asst. Supervisor(1)
Auto Mechanic(11)
Body Fender Worker(3)
Maintenance Mach. Supervisor(1)
Maintenance Machinist(9)

PERSONNEL & ACCOUNTS DIVISION

Chief Clerk(1)
Principal Clerk(1)
Sr. Accountant(1)
Payroll Clerk(1)
Sr. Clerk(1)
Sr. Clerk Typist(6)
Clerk(6)
Clerk Typist(3)

REPRODUCTION DIVISION

Blueprint & Reproduction Manager(1)
Sr. Account Clerk(1)
Photo-Lithographer(1)
Photographer(1)
Reproduction Supervisor(1)
Sr. Offset Mach. Operator(1)
Offset Mach. Operator(1)
Sr. Blueprinting Mach. Operator(1)
Blueprinting Mach. Operator(2)

STORES & EQUIPMENT DIVISION

Stores & Equipment Supervisor(1)
Asst. Stores & Equipment Supervisor(1)
Sr. Clerk Stenographer(1)
Sr. Clerk Typist(1)
Sr. Storekeeper(12)
Storekeeper(22)
Asst. Storekeeper(9)
Inventory Clerk(2)



```
graph TD; PD[PURCHASING DEPARTMENT] --- CS[CENTRAL SHOPS DIVISION]; PD --- B[BUYING DIVISION]; PD --- PA[PERSONNEL & ACCOUNTS DIVISION]; PD --- SE[STORES & EQUIPMENT DIVISION];
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PURCHASING DEPARTMENT---serves all departments of the City & County, including City-owned utilities, the San Francisco Port Commission & the San Francisco Community College District.

STORES & EQUIPMENT DIVISION---maintains & operates a central warehouse & store-rooms in various City Departments; transfers or disposes of equipment and supplies no longer useful to departments; maintains a perpetual inventory of City equipment including all City vehicles.

REPRODUCTION DIVISION---operates a central reproduction facility for all departments requiring its services.

CENTRAL SHOPS DIVISION---repairs & maintains automotive & other equipment for the various departments, Community College District & for the School District.

BUYING DIVISION---is responsible for the procurement of supplies, equipment, services & insurance. Coding Section---carries on the development & application of the material & supplies identification coding system.

PERSONNEL & ACCOUNTS DIVISION---handles the clerical & supportive duties of purchasing, involving the Bid Section, Accounts Payable Section, Payroll Section & the Accounting Section.

PURCHASING DEPARTMENT:

J.C. Gavin - Purchaser of Supplies (Department Head)

BUYING DIVISION

R. Tecco - Asst. Director of Purchasing & Services (Division Head)

G. Burket - Senior Purchaser, Specifications & Standardization

R. Erickson - Senior Purchaser, Buying Staff

J. Breslin - Senior Purchaser, San Francisco General Hospital

B. Savant - Acting Senior Purchaser, Municipal Railway

Vacant - Coding Supervisor

PERSONNEL & ACCOUNTS DIVISION

A. Gibbons - Chief Clerk (Division Head)

L. Le Guennec - Principal Clerk

STORES & EQUIPMENT DIVISION

Vacant - Stores & Equipment Supervisor (Division Head)

H. Gheno - Stores & Equipment Assistant Supervisor

REPRODUCTION DIVISION

E. Fundis - Blueprint & Reproduction Manager (Division Head)

CENTRAL SHOPS DIVISION

A.M. Flaherty - General Superintendent of City Shops (Division Head)

E.A. Rames - Assistant Superintendent of City Shops

SEPARATIONS:RETIRED

<u>NAME</u>	<u>POSITION</u>	<u>APPROX. YEARS OF CITY SERVICE</u>	
Ingmire, Nata F.	Blueprinting Machine Operator	12.2	7-01-76
Clarke, Guy A.	Senior Purchaser	26.3	8-01-76
Puskas, Mike L.	Automotive Service Worker	20.3	8-06-76
Brittan, William J.	Patternworker	25.3	8-28-76
Winch, Stanley W.	Automotive Machinist	8.1	9-01-76
Le Blanc, James E.	Automotive Service Worker	30.2	9-20-76
Hargas, Joseph	Automotive Machinist	17.1	1-29-77
King, Adolphus Jr.	Automotive Service Worker	16.1	1-29-77
Raos, John J.	Machinist Foreman	29.6	2-01-77
Lee, Gertrude M.	Senior Account Clerk	10.4	2-01-77
Mc Manis, Helen E.	Stenographic Secretary	7.0	4-01-77
Quadras, George M.	Automotive Service Worker	21.5	5-13-77

RECAPITULATION OF WORK ACCOMPLISHED:

<u>DIVISION</u>	<u>UNIT</u>	<u>1975-1976</u>	<u>1976-1977</u>
Buying	Purchase Orders	31,039	26,425
	Dollar Amount	\$29,202,104	\$31,526,554
	Encumbrance Request Amount	\$67,649,000	\$84,854,016
	Personal & Professional Service		
	Contracts Amount	\$12,076,484	\$14,446,950
	TOTAL	\$108,927,588	\$130,827,520
Personnel & Accounts	Bids Processed:		
	Price Quotations	6,055	6,075
	Informal Bids	2,526	2,245
	Formal Bids	318	322
	Term Contracts	150	155
	Purchase Order Discounts Earned	\$86,717	\$76,318
	Sale of City Documents	\$11,436	\$12,164
Stores & Equipmt	Surplus Sales Amount	\$113,216	\$162,695
	Warehouses in Operation	11	11
	Average Daily Inventory on hand	\$ 4,170,774	\$ 3,975,148
Reproduction	Services Rendered Amount	\$212,788	\$236,234
Central Shops	Job Orders	9,384	10,494
	Expenditures	\$ 2,430,951	\$ 2,594,878
	Gasoline Dispensed (Gallons)	1,118,166	1,342,209

BUYING DIVISION

The Buying Division, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City and County departments and the San Francisco Community College District. As requisitions are received from the various City and County Agencies they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) are as follows:

I. BUYING - BIDS AND AWARDS

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

III. INSURANCE

Pursuant to Charter Section 7.100 and Section 21.4 of the Administrative Code, the Purchaser of Supplies contracts for the insurance coverage for all the various City and County departments, boards and commissions.

As mentioned in the FY 75-76 report the insurance program has greatly increased in size and complexity over the past years due to the expansion and extension of public facilities and services. Continued deterioration of insurance markets and sharp increases in premium costs, some of which have been brought about by the legislative and judicial action in the field of general tort liability, still plague the City.

The need for a trained and experienced insurance specialist for this highly technical procurement is still a high priority item.

We again strongly recommend the creation of a separate Risk Management Bureau, adequately staffed with trained and experienced personnel. We believe the benefits and savings accruing from such an organization would be highly advantageous.

BUYING PERSONNEL

The buying staff consists of the following personnel:

- 1 - Assistant Director of Purchasing and Services
Robert Tecco
- 4 - Senior Purchasers
Raymond F. Erickson - Buying Staff
George F. Burket - Specifications and Standardization
James Breslin - San Francisco General Hospital
Bernard Savant - San Francisco Municipal Railway
(position not in salary ordinance until FY 76-77)

- 6 - Purchasers
Douglas Goodspeed
Howard Phelps
Felix Lahaderne
George Lowenberg, retired 7-1-77
Claude Webster, Temporary employee
William Marbie, Temporary employee

- 2 - Purchasers (Printing)
Miriam Kanzel
(Other position vacant)

These buyers procure all the materials, supplies, equipment, and services requested by all the various departments and agencies in the City and County of S.F. This group purchases well over 100,000 different items per year which range from simple supplies such as pencils to the most complex items of equipment.

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment (OE 400 funds) is also spread throughout the buying staff to prevent an overload on any particular buyer.
2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.
3. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The forms devised for this purpose make it easier for departments to furnish desired information for bid purposes.
4. As time is available, personnel are assigned to:
 - a. Review specifications, forms, and procedures.
 - b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where

desireable. Term contracts added during the past fiscal year, are as follows:

72900	Repair Motorcycles, Harley/Davidson	Police Dept.
82527	Towel Service	City College
84600	Towing, Removing, Scrapping Public Nuisance Vehicles	Public Health
85610	Serviceing Fire Extinguishers	Various Depts.

5. Whenever practical, term contracts are entered into for various services and commodities that are in general use by several departments or are recurringly used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

6. Major purchases included the following:

Proposal Number	Description Department	Amount
340	Moving Hospital Equipment & Furniture; Public Health	\$53,252.00
309	Oven; Public Health	29,924.10
274	Roll, Bending Power; Railway	22,648.00
348	Cleaning Service Candlestick; Rec/Park	32,000.00
349	Conversion of Movable Stands, Candlestick; Rec/Park	23,670.00
285	Furnishing, Installing & Maintaining Electronic Access Control Monitoring System; Railway	30,266.00
352	Trucks; Various Departments	11,301.91
337	Planer, Road; Public Works	105,725.00
357	Machines, Sewer Cleaning; Public Works	75,007.00
377	Truck, Eductor; Public Works	49,363.45
403	Trucks; Various Departments	24,522.57
388	Pedestrial Signal Equipment; Public Works, Engineering	37,700.00
397	Assemblies, Insulated for RR Crossings; PUC-Hetch Hetchy	20,049.00
423	Sweepers, Street, Powered; Public Works	102,920.85
419	Automobiles; Various Departments	90,431.61
420	Trucks; Various Departments	171,129.45
439	Tractor, Aerial Ladder; Fire	53,773.00
438	Automobiles, Truck; Railway	64,217.29
442	Milling Machine; Railway	83,105.00
443	Shaper, Universal; Railway	41,696.00
264	Shop Equipment-LRV; Railway	196,284.00
444	Power Brake; Railway	24,460.00
279	Car Puller, Truing Mach. Disp. System; Railway	314,500.00
497	Police Cars; Police	151,636.32
474	Blood Gas Analyzer; Public Health	30,071.00
493	Tomographic Imaging Device; Public Health, SFGH	50,000.00
507	Sign Post and Bracket, Aluminum; Public Works	24,350.00
525	Booklet, Prtd., City College Catalog; City College	31,445.12
522	Tractor, Towing; Railway	35,584.00

Proposal Number	Description Department	Amount
515	Fork Lift; Railway	\$ 42,225.00
541	Hercofloc; Public Works	27,156.00
527	Transcelfers, Radio, Portable; Electricity	245,913.00
520	Linen; Public Health	29,368.60
564	Coffee, Roasted, Whole Bean; Public Health	36,384.00
585	Bags, Polyethylene; Public Works	23,474.18
547	Fire Engines; Fire	267,620.60
496	Microfilm Equipment; College	23,227.10
558	Ambulances; Public Health	91,758.20
594	Polymer, Anionic; Public Works	28,692.50
457	Deliver & Install Study Carrel System; College	33,199.26
441	Banding Machine; Railway	67,733.00
609	Pamphlet. Printed, Special Election; Fin. & Rec.-Registrar	23,361.00
State Con.	Typewriters; Downtown Community College Center	75,194.33
538	Insulated Ass. for Street Car/Trolley Coach Cross. PUC-HH	24,275.00
571	Furniture; College	36,471.65
595	Chains & Sprockets; Public Works	58,505.60
604	Coffee; Various Departments	40,387.94
606	Desks; College	46,573.15
612	Terminal, Computer; College	22,595.00
577	Furniture, Office; College	333,001.37
530	Lease Equipment for Laboratory; Public Health	155,490.00
624	Furnish and Install Carrels/A.V. Equipment; College	46,546.00
621	Desk, Office Machine; College	36,755.35
593	Chairs; College	56,745.05

MUNICIPAL RAILWAY ACTIVITIES

A Senior Purchaser position was established in 1975 at the Municipal Railway to assist in and improve all aspects of the purchasing function. The Senior Purchaser is a coordinator between the Municipal Railway department and the Central Purchasing Office, and takes the appropriate steps to expedite and implement the purchase of equipment, supplies, and services.

During the fiscal year the Regional Transit Association of the Bay Area has established several committees, one of which is the Procurement Committee. The major purpose of this committee is to promote joint purchasing and open store agreements among the several Bay Area Transit Districts. The Purchasing Department was instrumental in laying the groundwork for the initial joint purchasing agreement for Automotive Filters. Upon the successful award of this contract, similar contracts are planned for other essential transit commodities.

Several major equipment purchases were made during the year, and the move of the entire Elton Shops to the new Metro Center and Woods Division was accomplished.

SAN FRANCISCO GENERAL HOSPITAL ACTIVITIES

The Senior Purchaser at San Francisco General Hospital supervises, plans, coordinates, and directs the purchasing of the Hospital's six million dollar budget for equipment, materials, supplies, services, foodstuffs, and repairs.

During fiscal year 76-77 the role of the Senior Purchaser was most significant because of the Hospital's move to the new hospital building. The numerous problems inherent in the occupancy of a new building facility continues to require considerable time of the Senior Purchaser. It should be noted that the position was unfilled for the first six months of the fiscal year due to a retirement.

Major purchases included a major lease contract for the Clinical Laboratories, alarm and monitoring systems for the Hospital's security, and a very heavy load of medical capital equipment purchases. Considerable monetary savings were realized by a different approach to purchasing Clinical Laboratory forms.

Of major significance to the present and future operations of the Hospital's purchasing program was the creation and organization of a new "Product Evaluation Committee" which is composed of key medical and nursing staff personnel. This committee functions in part as the technical advisory board for the Senior Purchaser in pre-bid specification development and post-bid product evaluations and its future development will be the key to the continued improvement of purchasing and material management at San Francisco General Hospital Medical Center.

CONCLUSION

With the loss of 2 buyer positions to the San Francisco Unified School District (SFUSD) at the end of the 75-76 fiscal year, and the inherent problems connected with schools purchasing, it was felt that there would be a significant reduction in the workload on the remaining staff for FY76-77, but this did not occur.

Although 20% of the buying staff was transferred to SFUSD operations, their loss actually resulted in only a 12½% decrease in the number of purchase orders processed. This coupled with the fact that two buying positions were unfilled during six months of the year caused an almost intolerable situation to exist. The burden on each buyer amounted to purchases in excess of ten million dollars (\$10,000,000), a figure several times the per buyer volume of any comparable public purchasing staff in the state.

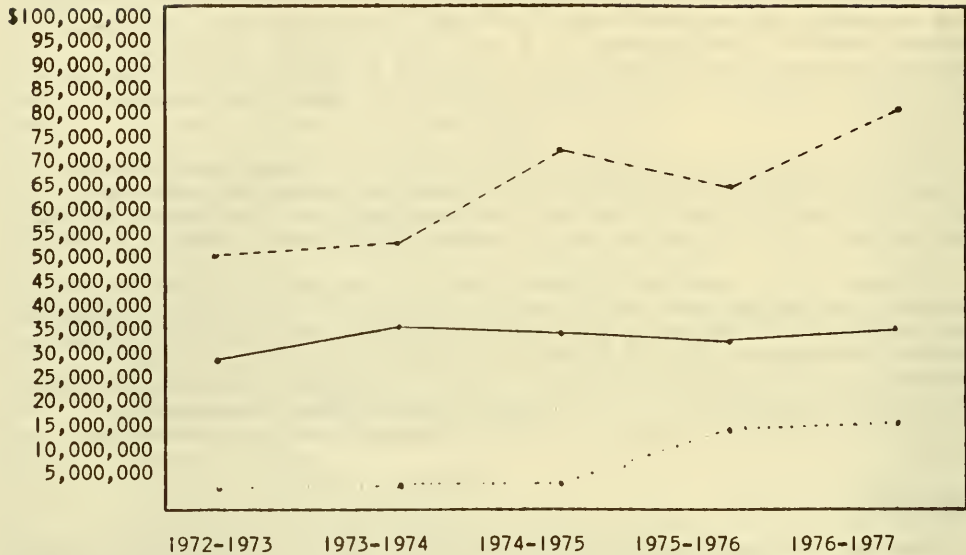
Another problem of considerable importance has been the lack of stability in the buying staff for the past several years. This is primarily attributable to the poor response from qualified applicants to the job announcements for the entrance class of 1952 Purchaser. For example, the current certified list of only five names consisted of one fully qualified applicant, two with marginal qualifications, and two, who on entrance interview, proved to have little or no actual purchasing experience.

Failure to obtain qualified applicants has been attributable to:

- a. Comparatively low pay in comparison to jurisdictions of similar size,
- b. The tremendous workload per buyer,
- c. Poor fringe benefits in comparison to other public jurisdictions,
- d. Requirement to start under a new retirement plan, and
- e. Restrictions on residence.

With current staffing the coming fiscal year appears to be a repeat of the last but as has been the case in past years a few dedicated people will have to carry the burden.

PURCHASE ORDERS —————
 ENCUMBRANCE REQUESTS - - - - -
 PERSONAL & PROFESSIONAL CONTRACTS



* PURCHASE ORDERS:

ENCUMBRANCE REQUESTS:

Year	Number	Dollar Amount
1976-77	26,425	\$31,526,554
1975-76	31,039	29,202,104
1974-75	32,969	32,992,494
1973-74	35,681	33,134,213
1972-73	35,302	27,634,550

Year	Dollar Amount
1976-77	\$84,854,016
1975-76	67,649,000
1974-75	74,841,892
1973-74	53,824,213
1972-73	49,261,958

*Decrease in number of Purchase Orders Issued is attributable to Purchasing Dept. efforts to reduce same by combining requisitions, requesting departments to order optimum quantities, increasing the revolving fund purchase limit, and other procedures that have resulted in decreased costs and increased efficiencies.

PERSONAL & PROFESSIONAL
 SERVICE CONTRACTS:

COMBINED TOTAL OF PURCHASE ORDERS,
 ENCUMBRANCE REQUESTS & SERVICE CONTRACTS:

Year	Dollar Amount
1976-77	\$14,446,950
1975-76	12,076,484
1974-75	3,000,000 (est.)
1973-74	2,518,652
1972-73	1,061,552

Year	Dollar Amount
1976-77	\$130,827,520
1975-76	108,927,588
1974-75	110,834,386
1973-74	89,477,078
1972-73	77,958,060

PURCHASE ORDERS PROCESSED:

GENERAL

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1976-77	13,012	\$14,026,630
1975-76*	12,430	12,539,423
1974-75	13,431	14,069,190
1973-74	14,453	13,846,231
1972-73	15,014	12,103,524

EDUCATION

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1976-77	2,459	\$2,791,339
1975-76*	7,558	5,303,784
1974-75	8,018	6,029,496
1973-74	9,663	7,075,882
1972-73	9,326	5,341,317

HEALTH

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1976-77	5,715	\$7,905,781
1975-76*	5,325	5,590,383
1974-75	5,537	6,347,948
1973-74	5,631	5,270,191
1972-73	5,325	4,788,134

UTILITIES

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1976-77	5,239	\$6,802,804
1975-76*	5,726	5,768,514
1974-75	5,983	6,545,860
1973-74	5,934	6,941,909
1972-73	5,627	5,401,575

COMBINED TOTAL

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1976-77	26,425	\$31,526,554
1975-76*	31,039	29,202,104
1974-75	32,969	32,992,494
1973-74	35,681	33,134,213
1972-73	35,302	27,634,550

CODING SECTION:

The Coding Section commenced operations in October, 1962. It was established to furnish the City and County of San Francisco with statistical data about commodities procured by the Purchasing Department for the various City departments and to create a uniform code in all departments for ordering and inventory. The goals of the coding system were to achieve the following:

1. computerized inventory control,
2. standardization of material & supplies,
3. budgetary information,
4. selection of effective ordering quantities,
5. information for interdepartmental transfers of surplus commodities,
6. reduction in inventory requirements.

A nine-digit commodity coding system was set up using standard nomenclature in general accordance with the guidelines of the Federal Supply Catalog. An example of a commodity code follows:

3 75 21 2105 EA Punch, two-hole, 2 3/4 in. span

- 3---the object of expenditure (O.E.), 3 designates Material & Supplies, a 4 would be used if the item was equipment;
- 75---represents the group number for Office Supplies & Devices;
- 21---Indicates the class number for Office Devices & Accessories, Section #2, P to Z inclusive;
- 2105---specifies the item identification number for the description of Punch, two-hole, 2 3/4 in. span;
- EA---is the approved unit abbreviation for Each.

61 groups and 575 classes were cataloged with a code book for each group. A Cataloging Handbook and a Codification Index were printed to aid the departments in writing requisitions for a purchase order. The booklets contained instructions on how to use the codes, a breakdown of the approved unit abbreviations, the index of materials and supplies to proper group and class, plus a categorical listing of all the groups and classes. Publication thereof was for the purpose of supplying information to all departments so that the application and use of standard articles could be adopted throughout City and County government.

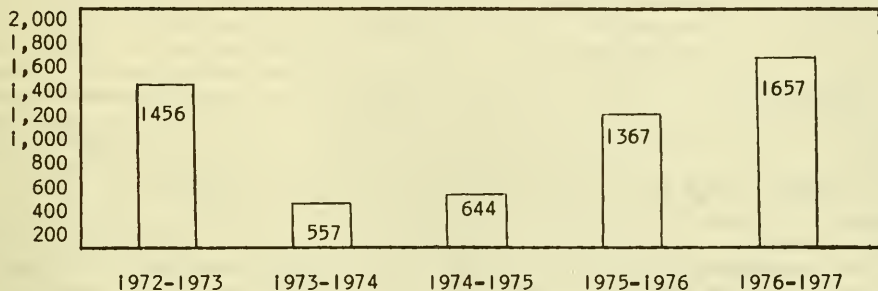
During fiscal year 1976-1977 this section was maintained at an operational level with all requisitions for purchase orders examined for correctness in structure, checked for coding and required procedures and distributed to the buyers. Contact with the departments were made when discrepancies were found. This resulted in considerable savings to the City in money, materials and supplies, delivery time and follow-up correspondence. Another continual project of the Coding Section was updating the stock control system of the Municipal Railway and San Francisco General Hospital, providing essential coding data to these departments and all other departments as requested.

On the following page the bar graph shows the number of new codes assigned the past five years.

Codes assigned	1962-1972	6,051
Bar graph	1972-1977	5,681
	Total	<u>11,732</u>

This total brings to date over 90,000 commodities that are coded and stocked in the Purchasing Department warehouse and storerooms. With the vast number of changes and the number of new codes assigned there is a definite need for an up-dated printing of the code catalogs, index and a new instruction manual in the handbook, and funds will be requested for this purpose in the forthcoming budget.

NEW COMMODITY CODES ASSIGNED



To reach full potential, the coding system must be fully incorporated into the City's EDP system so that the information could provide:

1. CONTROL: In the areas of expenditures and inventory, valuable data and statistics for budgeting plus personnel savings;
2. PERFORMANCE: Increased efficiency in handling orders, rapid succession in processing requisitions to vendors and all departments, needed information and data for term contracts; and
3. STANDARDIZATION: further reductions in the kinds and types of items ordered, in order to obtain higher quantity discounts.

PERSONNEL & ACCOUNTS DIVISION

Purchasing Department's Personnel and Accounts Division handles the clerical and supportive duties involved in the purchasing function.

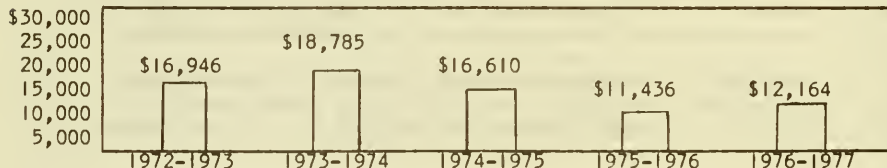
Bid Section:

This section is responsible for typing and mailing all formal and informal bids, price quotations, term contracts and the awards as directed by the Buying Division.

<u>Bids Processed</u>	<u>1975-1976</u>	<u>1976-1977</u>
Price Quotations	6,055	6,075
Informal Bids	2,526	2,245
Formal Bids	318	322
Term Contracts	150	155

The section also handles the clerical aspect of the traveling requisitions to purchase orders (monthly repetitive orders processed in quantity on a repeat basis); tabulation of bids (microfilmed record of all bids); extensions and additions checked on the requisitions, plus calculation of sales tax then assignment of the purchase order numbers. After the assignment of the purchase order number the order is xeroxed with seven (7) documents resulting: Vendor's copy-white, Controller's copy-blue, Purchasing's copy-green, Material Received Report-yellow & two white copies for the department, plus the Advance copy-orange for the department. The section also maintains the requisition register, vendor register and the purchase order register; handles departmental pay check distribution; and the sale of various city documents.

SALE OF CHARTERS, CODES & OTHER DOCUMENTS



Payroll Section:

The payroll section posts time report information to time rolls including information of time worked, vacations, leaves, overtime and similar information reflecting employee activities during a pay period. This section also provides information to employees and others on employment processes, leave problems, salaries and wages plus any other requests for information regarding departmental personnel and payroll activities.

Accounting Section:

This section gathers data relative to the preparation of the Purchasing Department budget; maintains the posting of expenditures and control of the accounts and prepares reports for these accounts; compiles financial reports and tax statements; approves departmental receipts for deposit with the City Treasurer; plus varied accounting duties.

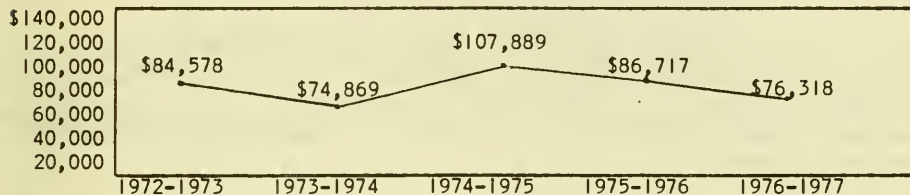
Accounts Payable Section:

Purchase orders are processed for payment after receipt of the MRR (Material Received Report) from the department. The amount is verified with the invoices and packing slips received, then sent to the Controller for payment. The date is posted in the Purchase Order Register when the order is sent to the Controller's Office for payment or when a Purchase Order is cancelled.

With the implementation of the Vendor Code by the Controller's Office, it is hoped that the payments of purchase orders can be completed more rapidly.

The number of purchase orders to be prepared and processed is not constant, chiefly due to the fact that the requisitions do not flow into the department uniformly. Consequently, there are times when high production cannot be sustained because of diminished personnel caused by vacation, illness, unfilled positions or other conditions beyond Purchasing's control. However, continual effort is made to process the requisitions and the subsequent purchase orders with upmost speed, accuracy and efficiency.

DISCOUNTS EARNED



Discounts Taken

Month	1975-1976	1976-1977
July	\$ 6,476.36	\$ 7,090.21
August	9,378.24	6,017.88
September	6,522.27	4,784.01
October	9,809.51	4,776.39
November	6,188.87	6,123.49
December	4,835.04	2,546.30
January	14,649.41	10,130.44
February	7,762.66	6,237.22
March	6,288.37	5,137.07
April	6,194.01*	4,713.36
May	2,785.88	9,358.10
June	5,826.19	9,403.38
	<u>\$86,716.81</u>	<u>\$76,317.85</u>

Discounts Lost

Month	1975-1976	1976-1977
July	\$ 802.77	\$ 46.26
August	222.86	498.48
September	669.85	422.21
October	1,672.35	472.17
November	755.52	304.34
December	116.64	98.23
January	99.02	252.35
February	673.00	124.21
March	69.21	152.13
April	-- *	975.36
May	--	1,486.53
June	22.17	2,102.88
	<u>\$5,103.39</u>	<u>\$6,935.15</u>

* Separation of San Francisco Unified School District purchasing function.

Purchaser of Supplies

STORES AND EQUIPMENT DIVISION

Stores & Equipment Supervisor (unfilled)

(52 employees)

Asst. Stores & Equip. Spvr.Inventory Section, Stores Section, Sales Section

Sr. Clerk Stenographer
 Sr. Clerk Typist
 Sr. Storekeeper (12-3 unfilled)
 Storekeeper (22-2 unfilled)
 Asst. Storekeeper (9)
 Asst. Storekeeper (3-CETA, Temporary)
 Inventory Clerk (2)

The Purchasing Department's Stores & Equipment Division operates and maintains a central warehouse and several storerooms in various City departments. These units are responsible for the following processes:

1. receive, store & issue materials, supplies & equipment for City & County Departments;
2. handle the sale of surplus & obsolete city property;
3. handle the equipment exchanges between departments; and
4. maintain a perpetual inventory of all items in stock.

Moreover, this division is responsible for the registering and insuring of the City vehicles as well as reporting all accidents and ordering plus distributing gasoline credit cards.

The following locations are staffed and operated by the Stores and Equipment Division:

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TYPE</u>	<u>INVENTORY AMOUNT</u>
<u>Purchasing</u>	<u>Central Warehouse-</u>	<u>Stationery</u>	<u>\$ 13,345.35</u>
	15th & Harrison St.	Janitorial	8,734.04
	Central Shops-		
	800 Quint St.	General	42,344.65
Public Health	S.F.G.H.-22nd & Potrero	General	431,357.44
	L.H.H.-7th & Dewey Blvd.	General	452,988.80
Municipal Railway	24th & Utah St. and		
	2 sub-stores	General	643,624.89
	17th & Potrero and		
	1 sub-store	General	434,985.89
Water	Geneva & San Jose Ave.	General	379,912.36
	1990 Newcomb	General	626,014.05
	Hetch Hetchy-Moccasin	General	60,751.95
	South San Francisco	General	77,677.92
S.F. Intl. Airport	2323 Army St.	General	226,722.65
Public Works	901 Rankin St.	General	59,903.81
Electricity	Golden Gate Park	General	52,383.39
Recreation & Park	Rm. 331, City Hall		
Sheriff	Jail #1, #2	General	464,400.46
TOTAL			<u>\$ 3,975,147.65</u>

INVENTORY SECTION

This section controls the Equipment Inventory for all City Departments. As new equipment is purchased it is recorded and the necessary papers are forwarded to the department. If an equipment item is lost, damaged or stolen, this section is notified, a follow-up investigation is made and a report is sent to the Board of Supervisors. Periodic checks of each department's equipment should be made in order to update the perpetual inventory records with surplus furniture and equipment made available to other City departments by departmental transfer; however, this service has not been performed for the past several years due to lack of personnel.

When the operation of a City Department requires an office relocation the Inventory section estimates the cost of the move or secures an estimate from a moving contractor, follows through, sets the date with the moving contractor and the department and in some cases supplies the necessary materials required for the move. This section assisted in 64 relocations during the fiscal year.

The Inventory Section along with the Sales Section arranges for the recurring disposal of various waste materials by sale, eg. tabulating cards, waste paper, X-ray film, drain oil, sacks and containers, miscellaneous scrap metal, and for the sale and disposal of surplus city vehicles and equipment.

During the fiscal year due to the shortage of personnel at the Central Warehouse Stores Section, this section assisted in the preparation of stationery orders and handled all the deliveries of stationery to various departments. The new San Francisco General Hospital Storeroom facility was organized by the resident Senior Storekeeper, Charles Ryan and has become a model warehouse facility.

STORES SECTION

The 1976-1977 fiscal year has been a very difficult one. Nine (9) employees have retired or resigned. Vacancies this year, as last year, have created a crisis situation as the following positions are unfilled as of June 30, 1977:

1 Stores & Equipment Supervisor
3 Senior Storekeepers
2 Storekeepers

The inability to obtain replacements for these positions, combined with vacations and sick leaves forced the closing of storerooms for periods of time, thereby seriously affecting the efficiency of the departments which this section served.

Several employees were awarded certificates issued by the San Francisco Community College District as a result of their successful completion of a course in Materials Management. We are grateful to two of the District's personnel, Mr. Farhad Samii, Associate Director, Pacific Heights Community College Center, who planned and coordinated the training and to Mr. Joseph Mannon who conducted the course.

The employees who received the certificates were:

Ramon Armado	Louise Muñoz
Richard Fagan	David Wood
Eugene Yokley	

The new storeroom at MUNI METRO RAIL CENTER, 2200 San Jose Avenue, was opened in June, 1977 with another new storeroom still under construction at the Municipal Railway Woods Section. Completion date for this latest storeroom is expected to be in late 1977.

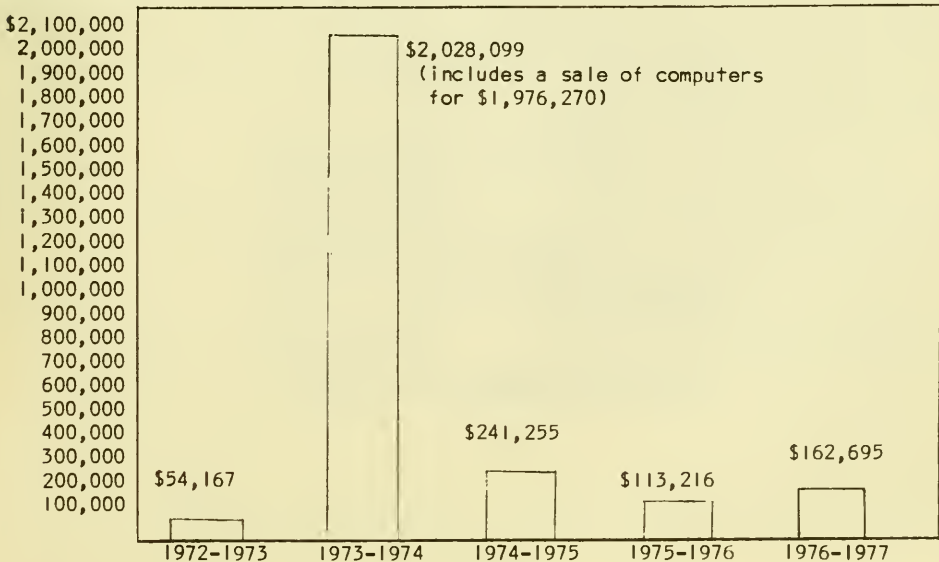
SALES SECTION

From July 1, 1976 through June 30, 1977 thirteen (13) sales were conducted by this sales section and the Purchasing Department under the authority of Section 7.100 of the City Charter. For the sales, the items are listed and categorized; then the sales are advertised, bids accepted and awarded and then receipts are sent to the City Treasurer. Records and correspondence relative to the sale are compiled by this section and recorded with the Purchasing Department.

A general breakdown of the sales for the fiscal year 1976-1977 follows:

<u>DESCRIPTION</u>	<u>AMOUNT OF SALE</u>
Drain and Waste Oil	\$ 908
Sacks and Crates	74
Grease and Bones	3,320
Waste Paper	10,032
City Directories	383
Trolley Coaches	109,382
Scrap Metal	13,718
Fire Hose, Surplus	2,255
Vehicles	14,465
Cable Car Cable	2,025
Recorders	63
Batteries, Surplus	6,070
TOTAL	\$ 162,695

SALES OF SURPLUS CITY EQUIPMENT & SUPPLIES

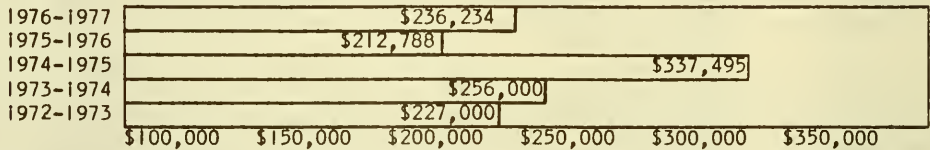


REPRODUCTION DIVISION

The Reproduction Division provides centralized service to City Departments for photography, offset printing (up to 17 in. by 22 in.), ammonia printing (for architectural drawings), photostats (up to 18 in. by 24 in.), microfilming and self-service copiers. Funds to operate the Division are provided by Interdepartmental Work Orders.

Mrs. Gertrude Lee, Sr. Account Clerk, retired after 10 years of service. She is greatly missed by all who know her. However, we were fortunate to have a quick replacement, Mr. Peter Simon has proven very competent.

REPRODUCTION: CHARGES FOR SERVICES



In February, 1976 an A.B. Dick 150 camera-platemaker with on-line sorter was installed, replacing an 805 platemaker. The 150, after installation and adjustment has proven fast and flexible. Its ease of operation was felt especially during the budget reproduction. In addition to the camera-platemaker, a second 369 automated offset press was also installed. With an increase in the number and length plus increased report volume, it seems invaluable. This increase in paper used amounted to 15% over last fiscal year, from 7.3 million sheets to 8.6 million sheets.

CENTRAL SHOPS - ANNUAL REPORT

1976 - 1977

INTRODUCTION

FIRE APPARATUS SHOP

ELECTRIC SHOP

PATTERN SHOP

BLACKSMITH SHOP

PAINT SHOP

UPHOLSTERY SHOP

TRUCK & HEAVY EQUIPMENT SHOP

ARMY ST. D.P.W. STATION

19TH AVE. D.P.W. STATION

QUINT ST. STATION

TIRE SHOP

AUTO & LIGHT TRUCK SHOP

MACHINE SHOP

RECREATION & PARK SHOP

HALL OF JUSTICE SERVICE STATION

CONCLUSION

FINANCIAL STATEMENTS & CHARTS

CENTRAL SHOPS DIVISION

Section 7.100 of the Charter of the City and County of San Francisco provides that the Purchaser of Supplies shall have charge of a central garage and shop for the repair of City and County equipment.

In compliance the Central Shops and allied facilities provide all necessary mechanical maintenance and repair service for all City departments and divisions (exception, Public Utilities). In addition, it is the responsibility of this Division to inspect, appraise and make recommendations on all City-owned vehicles contemplated for replacement and to aid the various departments in the writing of specifications; to receive and approve all new vehicles delivered to the City, and to outfit and prepare these vehicles for service.

Other Central Shops operations include Golden Gate Park Shop, providing maintenance for Recreation and Park Department equipment; Hall of Justice Service Station, where fuel and lubricants are provided for Police and other City cars, along with inspection and light maintenance for Police vehicles; Department of Public Works, Army Street Yard, where fuels, lubricants, preventive maintenance and inspection are provided for Public Works vehicles; 19th Avenue Public Works Station; Health Department Garage; and Department of Electricity Garage.

Administration of the Shops, under the Purchaser of Supplies, is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent, aided by Mr. Edmond A. Rames, City Shops Assistant Superintendent.

The Central Shops, Quint Street operation, has four main maintenance shop areas. They are (1.) Automobile, (2.) Truck and Heavy Equipment, (3.) Fire Apparatus, (4.) Machine; and the following auxiliary shops: Blacksmith, Pattern and Ladder Shop, Paint, Hose, Upholstery, Body and Fender, Tire, Service Station.

Along with the responsibilities for the maintenance and repair of mechanical equipment in school buildings, sewage plants, pumping stations, public buildings, etc., the Shops maintain 2,934 units of the City-owned automotive fleet. These vehicles and machines are valued at approximately 10.5 million dollars.

The Division is budgeted for 101 employees. Of these, 83 are funded inter-departmentally in the 312 budget while 18 are funded directly or through transfer in the 311 budget.

FIRE APPARATUS SHOP

The Fire Apparatus Shop combined with five sub-shops, namely the Ladder Shop, Paint Shop, Electric Shop, Blacksmith and Body Shop, and Upholstery Shop, maintain all fire-fighting equipment.

This Shop is staffed with nine Automotive Machinists, two Metalsmiths, two Painters, one Body and Fender Worker, one Upholsterer, one Chauffeur (Truck Driver) and one Automotive Serviceman.

Retirements reduced this staff by five (5) craftsmen for the greater part of the fiscal year.

Shop supervision consists of one Auto Machinist Foreman, Ray Monti, and one Auto Machinist Sub-Foreman, Dino Ruggeri.

The Fire Shop and its sub-shops completed 2,633 job orders during the year and responded to and made 1,684 repairs and services to fire apparatus at their stations and in the streets.

Included in the total of jobs on Fire Apparatus were:

- 2 Detroit Diesel Engine overhauls
- 6 major engine overhauls (gas)
- 113 minor engine repairs - head gaskets, tune-ups, valve grinds, water pumps, etc.
- 167 fire pump repairs, -- leaking gates, gauges, pump packings, water plumbing leaks, pressure, capacity change-over valves, hose reels and fittings.
- 1 major fire pump overhaul
- 8 standard 5-speed transmission overhauls
- 1 HT70 Allison automatic transmission
- 16 clutch replacements
- 206 brake repairs -- reline, air leaks, spring brake replacement, air compressors, misc. air valves, quick release, etc.
- 88 100-foot aerial repairs, ladder locks, bent rungs, cables, pulleys, hydraulic pumps, hydraulic leaks, gauges, etc.
- 3 squirt repairs - hydraulic failures
- 11 500-gallon water tanks -- sandblast, weld and coat with rust-resistant epoxy
- 8 differential overhauls
- 11 broken axles
- 248 lube and service jobs performed by our Automotive Service Man.

The Fire Apparatus Shop, along with routine maintenance and repair, prepared for service 1 Seagrave Aerial and 4 American La France Pumps.

The following conversions were made:

From a 1970 International Surplus Ambulance to a Utility Unit. On this truck we installed a two-stage hydraulic pump unit. With this hydraulic unit are operated 2 heavy-duty jackhammers, 1 hydraulic chain saw, 1 hydraulic cement or metal cutting saw, 1 trash pump (used for evacuating water-flooded basements).

Other equipment carried by this emergency unit are cement-cutting drills capable of drilling a 6-inch diameter hole through 7 inches of concrete, used for gaining access to lower floors or sub-basement fires; salvage covers, a 3000 KW portable electric generator, and a gas-operated portable water pump.

Other conversions were from a salvage company to a rescue squad, and from a rescue squad to a pollution control unit.

Three major accidents were repaired by this Shop. One was a pumper which was hit broadside by a van, and two 100-ft. aerial trucks damaged while responding to major alarms. On all three as estimated by outside contractors, this Shop was able to save the City thousands of dollars, due to Shop experience in working on fire apparatus.

One of our most interesting challenges was the designing and engineering of spring saddles for 16 of our fire apparatus. This became necessary when the U-bolts failed, the rear springs came apart, and the rear axle rotated downward along with shifting into the wheel housing. After consultation with factory representatives, it was determined that the cause was improper design. Since 16 units were involved, the Central Shops submitted to the manufacturer drawings of the proposed modifications, which they approved. Our Pattern Shop made the patterns and had castings made and our machinists machined them. The City was reimbursed for the cost on modifications for 16 units by the manufacturer.

ELECTRIC SHOP

A total of 346 jobs was completed in this shop.

The Electric Shop does the repairing of alternators, regulators, sirens, starters, generators, portable electric power plants, extension cords, portable lamps, high intensity flood lamps, water pumps, water vacs, chain saws, cement-cutting saws, metal-cutting saws, electric drills battery changes and maintenance, etc. Also included for the Electric Shop is the maintenance of lights and wiring of fire apparatus, along with the installation of red lights, sirens, air horn buttons on new equipment prior to placing them in service.

PATTERN & LADDER SHOP

This shop is staffed with 1 Patternmaker. He is responsible for the inspection, repair, and replacement of all metal and wood ladders used by the Fire Department. During the year, 3 new fire escape ladders were built and the construction of four 35-foot ladders was completed. The repairs and refinishing of 47 damaged ladders were completed and the ladders returned to service.

Also manufactured in this shop are chock blocks, assorted blocks for truck companies, tool boxes, Gleason saddles, sprinkler head wedges, various patterns, etc. Included are patterns for the high pressure system, Dept. of Electricity, Water Department, etc.

BLACKSMITH SHOP

This shop is staffed with 2 Metalsmiths. Work performed in this shop is the manufacturing of new small tools, repairs to damaged

tools, sharpening and re-handling of axes and sledges, as well as repair to 500-gallon water tanks.

They also repaired fire apparatus bumpers, metal fire ladder rungs (straightened or replaced), aerial ladder jacks; and welded worn hydrant stems and fire hydrant related parts. All welding for the machine shop which services the high pressure system, sewage plants, schools, truck shop, and police shop is done by this plant.

PAINT SHOP

This shop is staffed with 4 painters. All the accident and non-accident paint work for the Police Department, Department of Public Works, Fire Department, and miscellaneous Department vehicles is done in this shop.

Included in the work they perform is the up-dating of fire apparatus to white cab tops, the painting of items made by the Pattern Shop and the Blacksmith Shop, some of which are: chock blocks, hose bumpers, Gleason saddles, miscellaneous hose, fitting pegs, brackets of all types, wood and metal compt boxes - sub-assemblies of engine parts, transmissions, differentials, etc. They install Police, Sheriff, and Fire Department seals, stars and vehicle numbers. Paint fire apparatus water tanks, refinish ladders, gold leaf trim and lettering.

During the year the following jobs were completed by the Paint Shop:

- 37 complete Police and department auto paint jobs
- 241 partial Police and miscellaneous department auto paint jobs
- 3 complete DPW trucks
- 27 partial DPW trucks
- 5 complete high pressure trucks
- 92 partial fire apparatus
- 76 ladders - scraped, sanded, oiled and varnished
- 10 water tanks (rust-resistant epoxy)
- 106 miscellaneous chassis minor work -- wheels, axles, springs, brake chambers, driver lines, etc.

UPHOLSTERY SHOP

Staffed by one Upholsterer. This shop does all the rebuilding and covering of seats for the Fire Department, Police Department, and Department of Public Works. Some of the work performed in this shop is the repair and making of new salvage covers, Hypalon hose, bed covers, leather truckmen's belts, ladder straps, firemen's safety belts, rubber gaskets, leather radio boxes, various tool and equipment covers, helmet straps, leather axe tips, hose butt shields, etc.

TRUCK AND HEAVY EQUIPMENT SHOP

The heavy-duty Truck Shop is supervised by foreman Arthur Chin, assisted by 11 Automotive Machinists, 2 Automotive Servicemen and 1 Metalsmith. Also under the direction of the Truck Shop are 4 sub-shops, as follows:

ARMY ST. SERVICE STATION

Day Shift - Staffed by 1 Automotive Machinist and 1 Auto Serviceman. Dispenses gas and oil. Minor automotive repairs, lube and oil service to 680 D.P.W. units.

Swing Shift - Staffed by 1 Automotive Machinist Subforeman, 1 Automotive Machinist, and 3 Auto Servicemen. Minor automotive repairs, street cleaning, sweeper maintenance and light repairs. Dispenses gas, oil and vehicle services.

Combined Day and Night Shifts:

Pieces of equipment serviced	696
Miscellaneous repairs	2515
Units routed to shops for repair	131
Road calls	93
Gallons of gasoline dispensed	265,324
Gallons of diesel fuel dispensed	5,823
Gallons of lube oil dispensed	2,001
Service and inspect mechanical street sweepers	79
Repair and adjust mechanical street sweepers	145

19th AVE. SERVICE STATION

Dispenses gas and oil. Lubrication and service. Staffed by 1 Auto Serviceman.

QUINT STREET SERVICE STATION

Dispenses gas and oil. Lubrication and service. Staffed by 1 Auto Serviceman.

QUINT STREET TIRE SHOP

Repair and change tires, service calls. Staffed by 2 Automotive Servicemen.

The Truck Shop is responsible for the service, maintenance and repair of 863 heavy -duty vehicles and equipment units of various City departments, consisting of:

Dump Trucks
Tool Heaters
Asphalt Spreader
Asphalt Paver
Mobile Cranes
Concrete Saws
Air Compressors
Scoopmobiles
Road Grader

Street Flushers
Sewer Eductors
High Pressure Sewer Flushers
Mud Pumps
Sewer Bucket Tuggers
Tree Topper
Tree Chipper
Vans
Buses

Caterpillar Tractor
Garbage Compactors
Front End Loaders
Mobile Street Sweepers.

Boom Trucks
Ambulances
Asphalt Rollers

During the 1976-77 fiscal year 1,969 job orders were written and processed, as follows:

10 complete engine overhauls
156 minor engine repairs
15 valve grinds
72 complete brake overhauls
372 minor brake repairs
104 complete clutch overhauls
172 minor clutch repairs
149 generator/alternator overhauls
248 minor charging system repairs
151 starter overhauls
189 complete engine tune-ups
223 road service calls
178 tows
12 accident repairs
110 battery replacements
198 blacksmith jobs
24 hydraulic hoist repairs
8 automatic transmission repairs
12 manual transmission overhauls.

AUTO & LIGHT TRUCK SHOP

This shop is staffed with six permanent Automotive Mechanics and four temporary Automotive Mechanics, two permanent Body and Fender Workers and one permanent Auto Painter, also two Automotive Servicemen, under the supervision of Ed Franke.

The Automobile Shop is responsible for the maintenance and repair of 1,144 automobiles, light trucks and motorcycles.

Total number of repair jobs completed this year was 3,287. In addition, 151 new/replacement vehicles were outfitted for service.

A listing of completed jobs shows:

580 engine tuneups with our Sun electronic engine tester and our
Marquette exhaust emission analyzer
977 brake jobs, including inspection and replacement as needed of
the hydraulic system and drums turned on our AmmcO drum
lathe
186 automatic transmissions removed and completely overhauled
78 " " serviced and adjusted to factory specifications
in the vehicle
173 radiators repaired
37 engine valve grinds with tuneups
44 standard transmission and clutch replacements

23 engine overhauls with inspection and repair of all accessories
251 road service calls, including minor repairs or towing to City
shop for major work
1,013 miscellaneous repair jobs completed for various departments.

Major projects for the year were the outfitting of 25 Black and White Patrol units, and conversion of 13 undercover vehicles to the new Blue and White Patrol units for the Police Department. The Sheriff's Department received eight vehicles, three of which were outfitted with security screens and hidden rear door locks, roof lights and sirens. Five new vehicles were completely outfitted for the Fire Department. 105 vehicles were inspected and serviced before being assigned to various departments.

Accident repairs numbered 241 for the year. Vehicles damaged by accident were repaired at low cost by using necessary parts from vehicles turned in for replacement.

MACHINE SHOP

At present, the Machine Shop is staffed with 10 Maintenance Machinists, 9 permanent, 1 temporary. John Raos, Foreman, retired on January 4, 1977. E.A.Gaviglio, Maintenance Machinist, served as temporary Foreman.

During the fiscal year 1976-1977, the Machine Shop performed a total of 730 jobs.

The public school system requires the services of the Machine Shop to maintain and repair boiler room equipment such as vacuum and hot water circulating pumps, heat blower fans to maintain the normal heating temperature of the classrooms, etc. Numerous other jobs are also performed, -- e.g. the repair of window and gymnasium folding door mechanisms.

The Machine Shop maintains and repairs all machinery, power and hand tools of the Industrial Arts Section. These comprise the machine, woodworking, sheet metal and printing shops.

The Machine Shop maintains--repairs boiler room equipment required to heat and ventilate the buildings of the San Francisco Community College. This includes buildings on other campuses throughout the City. Besides repairing the various vacuums, circulating pumps and fans, the Maintenance Machinist constructed a new hot water return tank in the Cloud Hall boiler room. Repairs were also made to other apparatus such as bleachers and weight-lifting equipment.

The three main sewage treatment plants require the services of 4 Maintenance Machinists on a permanent basis. They maintain and repair various equipment necessary for a 24-hour operation of these vital plants. 1 man each is stationed at the North Point and Richmond-Sunset plants. 2 are stationed at the Southeast operation. The jobs are: maintaining machinery of the bar rakes (8); sedimentation tank drives, including gears, sprockets, bearings and shafts (14); filtering machines (6); grit tanks (8); overhauling sand and sludge pumps of various sizes; overhauling the main lift pumps, including bearings; wearing rings, sleeves, shafts and impellers; various sizes of air blowers and fans, water pumps, steam pumps, gas and air

compressors, sand removers and chlorine system equipment.

The Machine Shop makes and repairs parts for the low and high pressure water hydrants located throughout the City, such as hydrant spindles, King valves and nozzle gates. One Machinist is assigned to repair the Fire Department's tools and hardware carried on all fire apparatus, all types of pressure and vacuum gauges, the overhauling and servicing of the high pressure equalizing valve better known in the Fire Department as the Gleason Valve, and the repair and servicing of all types of fire hose shut-off valves and repair of the 3-way monitor. The Machine Shop also keeps in repair the breathing oxygen air compressors and their related equipment. (Air purification system.)

The high pressure system, in providing water necessary to fight large fires in the City, requires the services of the Machine Shop in keeping pumping machinery in top condition, and in repairing and making parts for the various fire hydrants located throughout the City.

The Park and Recreation Department requires our services in the repair and overhauling of numerous irrigation and sewage pumps located throughout the park system, e.g. overhauling and repair of the large water pump located at the South Windmill, Golden Gate Park.

The Machine Shop also does numerous jobs for Public Works, Buildings and Grounds. These include the repairing of firehouse automatic doors, air compressors, etc.; during the fiscal year, 40 firehouse doors were repaired. Other jobs were completed for the Asphalt Plant, Palace of the Legion of Honor, Youth Guidance Center, General Hospital and Materials Testing Laboratory, etc.

The War Memorial also requires our services to overhaul and repair various pumps and mechanisms that operate the Memorial and Opera House buildings.

The pumping station system, a division of Public Works, uses the services of the Machine Shop to overhaul and repair sewage and sump pumps. Included is making alterations such as adapting a universal drive line from motors to pumps. There are 12 pumping stations.

The Hose Shop is a sub-section of the Machine Shop. This unit is charged with inspection, repair and distribution of all fire hose. During the past fiscal year 20,000 feet of new fire hose were inspected and tested. 10,000 feet of new fire hose were labeled and distributed to the various Fire Department companies. Over 10,000 feet of in-service fire hose were inspected, repaired and sent back to the Fire Department companies.

RECREATION & PARK SHOP

The Golden Gate Park Shop, located at Third Avenue and South Drive, is staffed by 5 Auto Machinists and one Automotive Serviceman, supervised by Foreman Auto Machinist James Elliot. The shop is responsible for the maintenance and repair of 687 units of automotive and engine-powered equipment.

During fiscal year 1976-1977, 1875 repair orders were written. This is 544 more jobs than last year. The increase is due to the fact that we had a

full complement of men during the year.

There were 62 pieces of equipment out of service at the end of the fiscal year, primarily because no new replacements were purchased this year and very few in the prior year, resulting in much more time spent repairing equipment which should have been replaced because of age and rust condition.

The 1875 repair orders written include the following major repairs:

1. Engine overhaul to winch truck
2. Rebuild 51 Spartan units
3. Major repairs to three 6-man crew cab trucks
4. Major re-design and rebuild tailgates of four 6-man crew cab trucks
5. Major overhauls of 10 Triplex mowers
6. Install new engine and other repairs to Parkmaster mower
7. Major overhaul of engine and other works to Toro Dump unit for McLaren Golf Course.
8. Major rust and body repairs to 10 wheel dump trucks
9. Repair severe fire damage to eight yard dump trucks.
10. Major differential repairs to Caterpillar tractor and torque converter repairs to Caterpillar Loader
11. Equipment Log Splitter for transport to Camp Mather.

In conclusion, this park fleet of 687 pieces of equipment, badly deteriorated from age and corrosion, cannot be kept up with by the shop crew for preventive maintenance and regular repairs. This results in about 78 pieces of equipment down for repairs almost all the time.

This shop dispensed 130,802 gallons of gas, 8100 gallons of Diesel fuel and 1400 gallons of oil. This is 11,525 more gallons of gas, 290 more of Diesel fuel and 550 more of oil than the previous year.

HALL OF JUSTICE SERVICE STATION

This branch of the Central Shops is located at 950 Bryant St., west of the Hall of Justice. It provides fuel and service to Police Department vehicles and supplies gasoline and oil to other City vehicles. The station is operated 7 days a week from 7:00 a.m. to midnight and is staffed with eight Automotive Servicemen, three Automotive Mechanics and one Automotive Mechanic Sub-Foreman.

The convenient downtown location and the accelerated usage of police vehicles make this a high volume distribution point for fuel and lubricants for City vehicles.

The past year shows the following services performed:

Gasoline Dispensed	
Police Department	520,232 gallons
Other Departments	<u>194,423 gallons</u>
Total	714,655 gallons

Oil Dispensed

Police Department	12,880 quarts
Other departments	<u>1,646 quarts</u>

Total	14,526 quarts
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Shop Area:

Vehicles repaired (day)	4,466
Vehicles repaired (night)	2,528
P.A. and lube service	1,821
Tires changed	1,727
Batteries serviced	356
Tow jobs	1,187
Brake jobs	239

Motorcycles

Serviced	560
Tires changed	334
Batteries serviced	248
M/C repairs	3,205

The motorcycle preventive maintenance and service program was improved upon at this station, with the assignment of an Automotive Mechanic to perform scheduled services and make emergency repairs on the fleet of 303 various Police motorcycles.

The production realized from this work program is expected to permit a marked savings in contractual motorcycle repairs in the coming fiscal year.

CONCLUSION

The Central Shops 1976-1977 budget of \$2,902,732.00 was funded by work orders in the amount of \$2,609,759.00.

Thus the shops operated through the 1976-1977 fiscal year with a deficit funding of \$292,973.00, an 11.23% reduction in work orders.

To operate within this reduced allocation and at the same time cope with the increased cost of labor and materials it was necessary to reduce staff. An average of ten (10) permanent positions was unfilled throughout the year.

The deficit funding of the 312 Index, Central Shops along with a reduction of two employees in the 311 budget and a program of minimal replacement of automotive equipment has created an undesirable condition within the City's automotive fleet.

Only through the extra effort of the remaining Central Shops employees and the inception of funding through Title II of the Federal Public Works Employment Act of 1976 were we able to ward off a severe degeneration of the essential automotive equipment operated by the various City departments.

It is expected that a hoped for analysis of Central Shops funding and data recording will demonstrate the impracticality of annually under-funding necessary maintenance and repair of City-owned capital equipment.

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT

PER IBM INVENTORY RUN AS OF JUNE 30, 1977

<u>DEPT. NO</u>	<u>DEPARTMENT</u>	<u>NO. OF VEHICLES</u>
111	Adult Probation	4
113	Art Commission	5
115	Assessor	2
117	City Attorney	2
119	City Planning	2
121	Civil Service Commission	1
123	Controller	1
131	S.F. Disaster Corps	5
141	District Attorney	23
145	Fire Department	269
154	Model Cities Program	15
161	Police Department	430
165	Public Defender	5
169	Social Services	43
170	Single Men's Rehabilitation	2
173	Sheriff	59
181	Board of Supervisors	1
185	Juvenile Court	18
187	Log Cabin	6
188	Hidden Valley School	2
213	California Academy of Sciences	6
221	Chief Administrative Officer	1
223	Coroner	7
231	Dept. of Electricity	42
243	Public Administrator	3
245	Real Estate	1
247	Civic Auditorium	4
255	Registrar of Voters	1
261	Tax Collector	7
265	Weights and Measures	10
311	Purchasing - Main Office	5
312	Purchasing - Central Shops	31
	<u>Dept. of Public Works</u>	
413	Architecture	8
415	Bldg. Inspection	44
415.1	F.A.C.E. Program	7
417	Bldg. Repair	127
417.2	Traffic Painting	28
421	Engineering	32
423	General Office	1
424	Personnel Admn.	3
425	Sewage Pumping	3
427	Sewage Treatment	25
429	Sewer Repair	110
431	Street Cleaning	117

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JUNE 30, 1977

<u>DEPT. NO.</u>	<u>DEPARTMENT</u>	<u>NO. OF VEHICLES</u>
	<u>Public Health Department</u>	
513	Administration	9
525-I	Communicable Disease	2
531	Food and Sanitary Inspection	31
535	Health Centers	5
539	Public Health Nursing	1
551	Emergency Hospitals	15
553	Hassler Hospital	2
555	Laguna Honda Hospital	12
557	S.F. General Hospital	15
561	Mental Admn.	2
567	Mental Health	10
577	Bureau of Alcoholism	3
621	De Young Museum	3
631	Public Library	8
651	Rec. & Park - General	192
651-S	Rec. & Park - Non-Auto	494
653	Candlestick Park	10
653-S	Candlestick Park	7
	<u>S.F. Unified School District</u>	
661-B	John O'Connell	2
661-E	Shop Trucks	24
661-F	Gardeners' Autos, etc.	17
661-G	Delivery Trucks	13
661-H	Administration	6
661-J	Delivery, Furniture	7
669	City College	44
	<u>Department of Public Works</u>	
681	DPW - Street Repair	104
683	Bureau of Engineering	33
686	DPW - Tree Planting	42
	SUB-TOTAL	2,631
161-A	Police Solos	49
161-M	Police 3-Wheels	165
161-S	Police Scooters	40
161-T	Police Trail Bikes	19
	GRAND TOTAL	2,904

CENTRAL SHOPSANNUAL REPORTDEPARTMENTAL EXPENDITURES216 MAINTENANCE AND REPAIR AUTOMOTIVE1976 - 1977

DEPT. NO.	DEPARTMENT	WORK ORDERS RECEIVED	EXPENDED
111	Adult Probation	\$ 1,500.00	\$ 1,425.00
113	Art Commission	1,510.00	1,246.00
115	Assessor	1,000.00	561.00
117	City Attorney	800.00	675.00
119	City Planning	1,200.00	1,210.00
121	Civil Service	275.00	191.00
123	Controller	350.00	316.00
131	Emergency Services	1,200.00	1,190.00
141	District Attorney	2,400.00	4,188.00
145	Fire Department	445,000.00	454,890.00
145.1	Equipment and Houses	170,000.00	156,185.00
145.3	High Pressure	20,000.00	8,834.00
154	Model Cities	10,195.00	13,084.00
161	Police	450,000.00	445,583.00
161 MR	Motorcycles	60,000.00	63,123.00
165	Public Defender	2,000.00	1,986.00
169	Social Services	12,520.00	10,901.00
173	Sheriff	31,512.00	31,540.00
181	Supervisors	600.00	531.00
185	Probation Office	7,000.00	8,427.00
187	Log Cabin	2,400.00	1,654.00
188	Hidden Valley	2,000.00	1,913.00
213	Academy of Sciences	1,105.00	1,105.00
221	Chief Admin. Officer	750.00	814.00
223	Coroner	2,000.00	2,184.00
231	Electricity	18,500.00	17,789.00
243	Public Administrator	1,250.00	1,366.00
245	Real Estate	550.00	458.00
255	Registrar	1,000.00	140.00
261	Tax Collector	2,300.00	2,298.00
265	Weights and Measures	3,100.00	3,151.00
311	Purchasing	1,000.00	1,358.00
413	Architecture	3,150.00	3,284.00
415	Building Inspection	18,000.00	17,368.00
417	Building Repair	34,100.00	34,528.00
417.2	Traffic Painting	10,000.00	9,087.00
421	Engineering	15,500.00	13,486.00
423	General Office	675.00	326.00
424	Personnel Administration	1,600.00	1,640.00

216 Maintenance and Repair Automotive

1976-1977

DEPT. NO.	DEPARTMENT	WORK ORDERS RECEIVED	EXPENDED
425	Sewage Pumping	1,500.00	1,960.00
427	Sewage Treatment	7,000.00	6,357.00
429	Sewer Repair	65,000.00	66,567.00
431	Street Cleaning	147,000.00	150,786.00
141.2	Family Support	1,500.00	553.00
415.1	F.A.C.E.	2,736.00	1,728.00
431.1	Broom Cores	12,652.00	6,785.00
431.3	Garageman	18,900.00	20,451.00
431.4	Auto Machinist	63,769.00	63,125.00
513	Administration	3,609.00	3,617.00
531	Food and Sanitation	10,950.00	8,032.00
535	Health Centers	1,600.00	1,297.00
545	Communicable Disease	2,100.00	1,775.00
551	Emergency Hospital	48,000.00	44,245.00
553	Hassler Home	-0 -	433.00
555	Laguna Honda Hospital	5,000.00	4,435.00
557	San Francisco Hospital	7,900.00	5,816.00
567	Mental Health	10,050.00	10,265.00
577	Bureau of Alcoholism	825.00	1,168.00
621	Fine Arts Museum	920.00	701.00
631	Library	5,800.00	5,688.00
651	Recreation and Park	247,000.00	250,061.00
651.9	Recreation and Park-General	3,500.00	3,497.00
653	Candlestick Park	2,000.00	2,608.00
661	School District	59,900.00	58,258.00
669	City College	26,300.00	20,619.00
681	Street Repair	130,000.00	142,361.00
681 AS	Army Street	46,100.00	37,468.00
683	Traffic Engineering	14,500.00	16,417.00
684	Road Fund	3,500.00	2,933.00
686	Street Planting	16,500.00	15,057.00
725	Airport	25,500.00	28,092.00
		<u>\$2,329,653.00</u>	<u>\$2,303,188.00</u>
	Add: Funds budgeted and expended for special Work Orders	230,106.00	252,659.00
	Funds expended for miscellaneous items (Retirements, Payments in lieu of Sick Leave, Vacation, etc.)		39,031.00
	Unexpended Balance	<u>\$2,609,759.00</u>	<u>14,881.00</u> <u>\$2,609,759.00</u>

CENTRAL SHOPS

ANNUAL REPORT

1976 - 1977

COMPARISON OF EXPENDITURES WITH AMOUNT BUDGETED

<u>INDEX</u> <u>312</u>	<u>SUMMARY</u>	<u>BUDGETED</u> <u>1976 - 1977</u>	<u>EXPENDED</u> <u>1976 - 1977</u>
110	Permanent Salaries	\$137,947.00	\$95,907.00
111	Overtime	2,203.00	2,203.00
112	Holiday Pay	679.00	229.00
130	Salaries - Crafts	1,496,881.00	1,325,799.00
111	Overtime - Crafts	11,320.00	9,997.00
112	Holiday Pay - Crafts	2,373.00	1,801.00
132	Temporary Salaries - Crafts	73,015.00	72,528.00
200	Contractual Services	243,444.00	168,052.00
300	Materials and Supplies	589,385.00	574,296.00
800	Fixed Charges	60.00	60.00
863	Mandatory Fringe Benefits	345,425.00	344,006.00
		<u>\$2,902,732.00</u>	<u>\$2,594,878.00</u>
	Central Shops Budget	\$2,902,732.00	
	Actual Work Orders Received	2,609,759.00	
	Less: Total Expenditures	(2,594,878.00)	
	Unexpended Balance	<u>\$14,881.00</u>	

<u>INDEX</u> <u>311</u>	<u>SUMMARY</u>	<u>BUDGETED</u> <u>1976 - 1977</u>	<u>EXPENDED</u> <u>1976 - 1977</u>
110	Permanent Salaries	57,055.00	57,055.00
130	Wages	226,014.00	215,407.00
131	Holiday Pay and Overtime	8,363.00	5,772.00
132	Temporary Wages	3,881.00	1,472.00
863	Mandatory Fringe Benefits	67,954.00	67,954.00
		<u>\$363,267.00</u>	<u>\$347,660.00</u>
	Unexpended Balance		<u>20,607.00</u>
		<u>\$368,267.00</u>	<u>\$368,267.00</u>

CENTRAL SHOPS
ANNUAL REPORT
GASOLINE EXPENDITURES

1976-1977

<u>DEPT. NO.</u>	<u>DEPARTMENT</u>	<u>EXPENDED</u>
111	Adult Probation	\$ 651.00
113	Art Commission	1,360.00
115	Assessor	20.00
117	City Attorney	18.00
119	City Planning	871.00
121	Civil Service	27.00
123	Controller	26.00
131	Emergency Services	1,203.00
141	District Attorney	4,418.00
141.2	Family Support	2,528.00
145	Fire Department	701.00
151	Mayor	185.00
154	Model Cities	7,881.00
161	Police	263,491.00
165	Public Defender	2,275.00
169	Social Services	4,126.00
173	Sheriff	12,115.00
181	Supervisors	414.00
185	Probation Office	4,173.00
187	Log Cabin	462.00
188	Hidden Valley	49.00
213	Academy of Sciences	1,106.00
221	Chief Administrative Officer	765.00
223	Coroner	2,233.00
231	Electricity	14,017.00
243	Public Administrator	778.00
245	Real Estate	120.00
255	Registrar	251.00
261	Tax Collector	1,533.00
265	Weights and Measures	1,775.00
311	Purchasing	737.00
312	Central Shops	6,344.00
413	Architecture	1,938.00
415	Building Inspection	13,355.00
417	Building Repair	30,201.00
417.2	Traffic Painting	3,920.00
421	Engineering	10,446.00
423	General Office	107.00
424	Personnel Administration	917.00
425	Sewage Pumping	1,556.00
427	Sewage Treatment	6,846.00
429	Sewer Repair	24,861.00

CENTRAL SHOPS

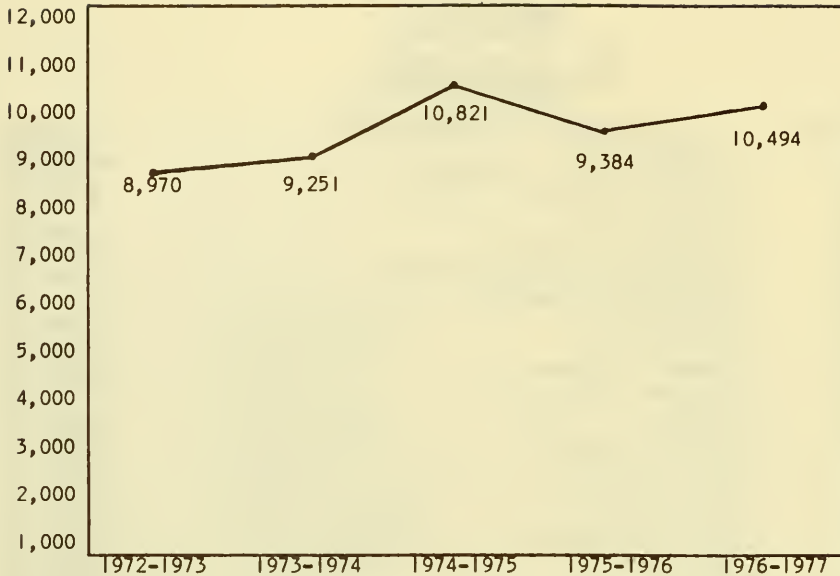
ANNUAL REPORT

GASOLINE EXPENDITURES

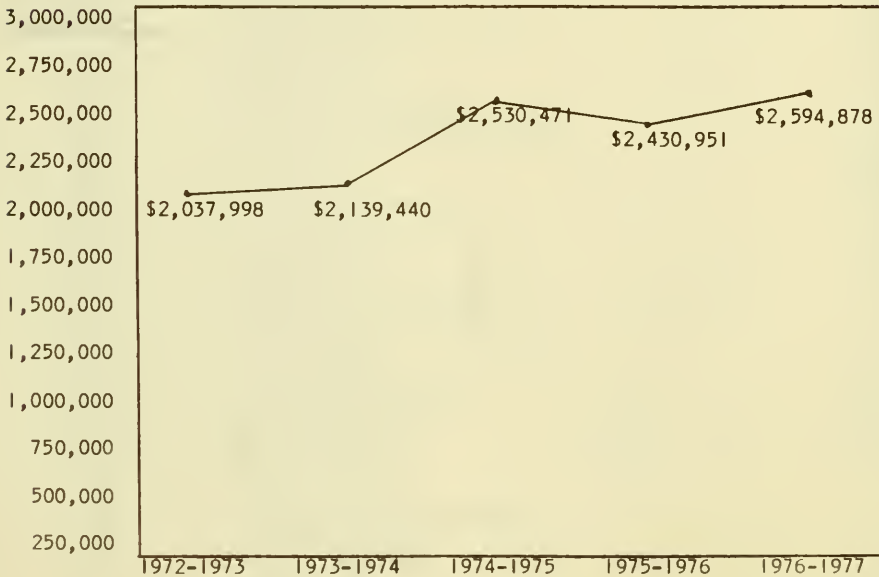
1976- 1977

<u>DEPT.NO.</u>	<u>DEPARTMENT</u>	<u>EXPENDED</u>
431	Street Cleaning	\$71,965.00
513	Administration	1,336.00
531	Food and Sanitation	5,238.00
535	Health Centers	516.00
545	Communicable Disease	620.00
551	Emergency Hospitals	6,501.00
555	Laguna Honda Hospital	136.00
557	S.F.Hospital	4,742.00
567	Mental Health	7,915.00
577	Bureau of Alcoholism	1,803.00
621	Fine Arts Museum	414.00
631	Library	2,447.00
651	Recreation and Park	3,960.00
661	School District	15,393.00
669	City College	825.00
681	Street Repair	39,317.00
683	Traffic Engineering	10,786.00
684	Road Fund	1,915.00
686	Street Planting	8,719.00
735	Muni Railway	2,153.00
745	Water Department	7.00
755	Hetch Hetchy	987.00
775	Port Commission	48.00
		<u>\$618,543.00</u>

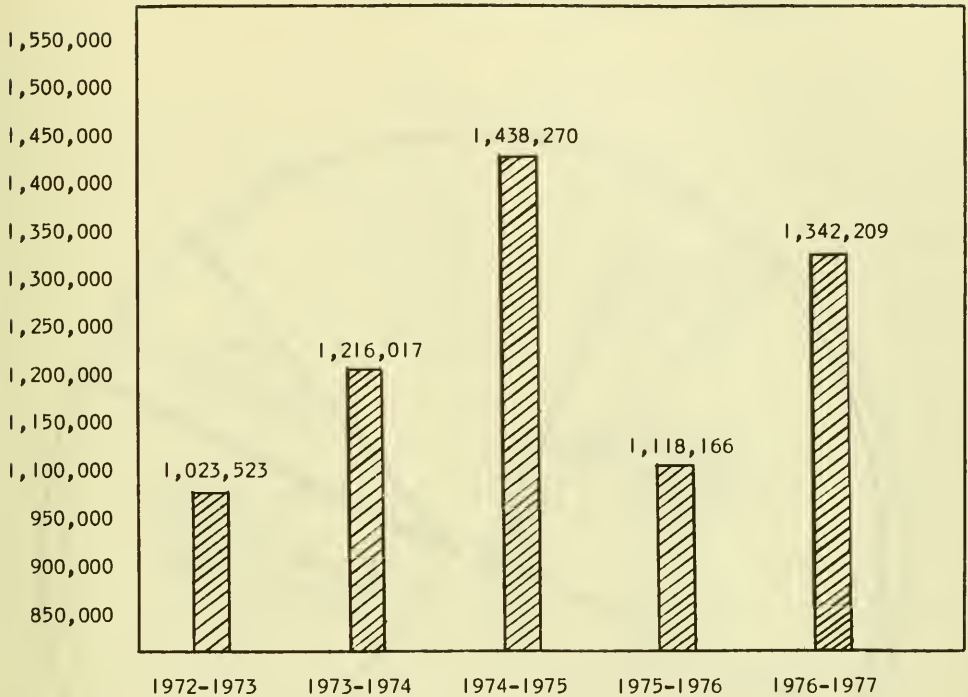
CENTRAL SHOPS JOB ORDERS:



CENTRAL SHOPS EXPENDITURES:

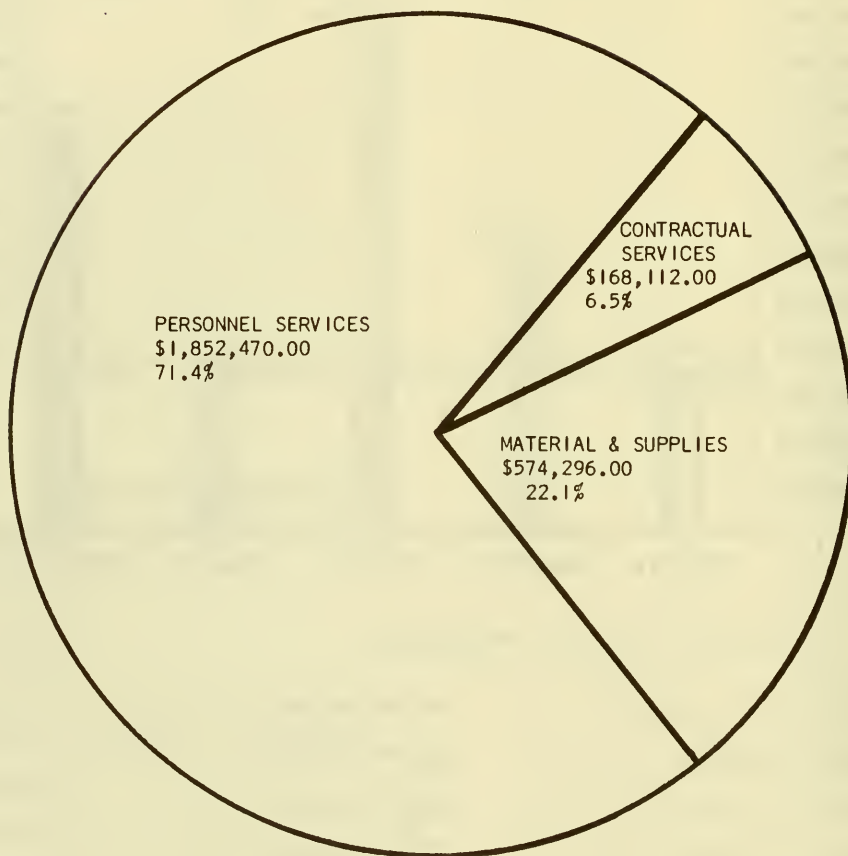


GALLONS OF GASOLINE DISPENSED THROUGH THE CENTRAL SHOPS DIVISION



Hall of Justice Station	714,655 gallons
Quint St. Station	168,165 gallons
Army St. Station	265,324 gallons
19th Ave. Station	63,263 gallons
Recreation & Park Station	130,802 gallons
TOTAL	1,342,209 gallons

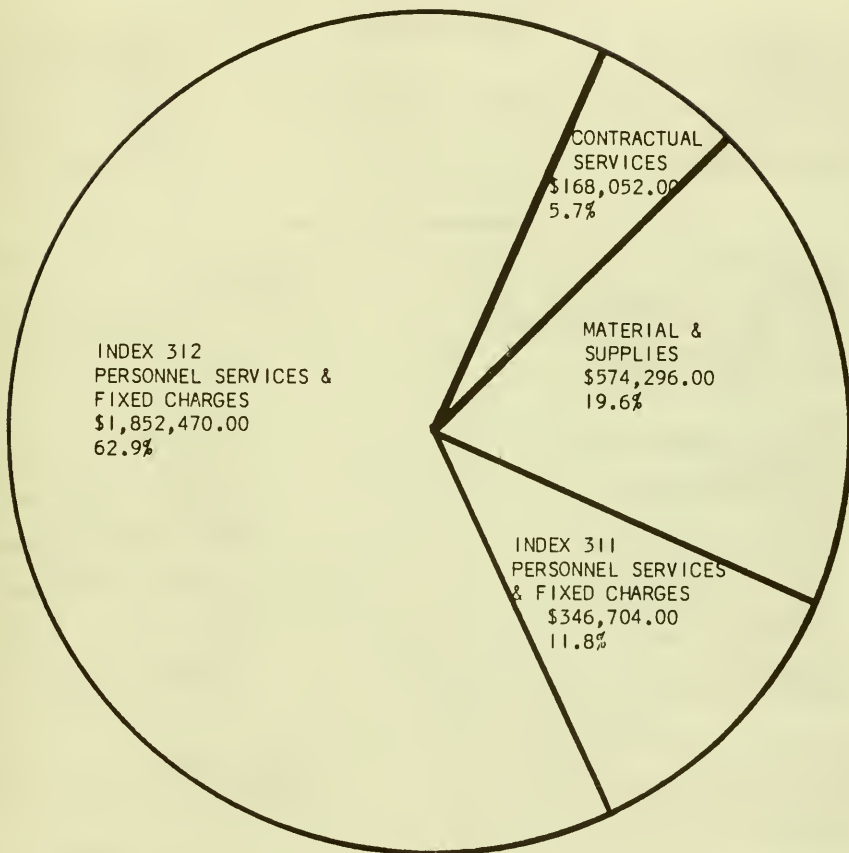
HOW CENTRAL SHOPS SPENT WORK ORDERS (312)
DURING THE YEAR 1976-1977



GRAND TOTAL WORK ORDERS EXPENDED
1975-1976 COMPARISON

\$ 2,594,878.00
\$ 2,430,951.00

HOW CENTRAL SHOPS SPENT 311 & 312 FUNDS
DURING THE YEAR 1976-1977



GRAND TOTAL 1976-1977	\$ 2,942,538.00
GRAND TOTAL 1975-1976	\$ 2,799,341.00

CITY & COUNTY OF SAN FRANCISCO
PURCHASING DEPT. CENTRAL SHOPS
ORGANIZATION CHART

1162 Purchaser of Supplies
Department Head

7150 City Shops Gen. Super.
Administration

7277 City Shops Ast. Super.
Supervision

STORES - SUPPLIES

(By Assignment,
Central Warehouse)
1936 Sr. Storekeeper
1934 Storekeeper

GENERAL OFFICE

1652 Sr. Accountant
1632 Sr. Account Clerk
1630 Account Clerk
1222 Sr. Pay.-Pers. Clerk
1424 Clerk Typist

FIRE SHOPS

7254 Auto Mach. Supervisor(1)
7315 Auto Mach. Asst. Supervisor(1)
7313 Auto Machinist(9)
7410 Auto Service Worker(4)

BODY

7306 Body Fender Wk'r(1)

BLACKSMITH

7389 Metalsmith(3)

PAINT

7309 Car-Auto Painter(3)

PATTERN

7358 Patternmaker(2)

UPHOLSTERY

7387 Upholsterer(1)

DELIVERIES

01 Chauffeur(1)

TRUCK SHOPS

7254 Auto Mach. Supervisor(1)
7315 Auto Mach. Asst. Supervisor(1)
7313 Auto Machinist(9)
7410 Auto Service Worker(2)

D.P.W. STATION

7313 Auto Machinist(2)

7412 Auto Srv. Wk'r Ast. Spr.(1)

7410 Auto Service Worker(3)

QUINT ST. STATION

7410 Auto Service Worker(1)

19th AVE. STATION

7410 Auto Service Worker(1)

TIRE SHOP

7410 Auto Service Worker(2)

BLACKSMITH

7389 Metalsmith(1)

AUTO SHOPS

7249 Auto Mechanic Supervisor(1)
7381 Auto Mechanic(8)
7410 Auto Service Worker(2)

POLICE GARAGE

7382 Auto Mech. Asst. Super.(1)

7381 Auto Mechanic(3)

7410 Auto Service Worker(8)

D.P.H. & D.of E. GARAGE

7410 Auto Service Worker(1)

BODY

7306 Body Fender Worker(2)

PAINT

7309 Car-Auto Painter(1)

MACHINE SHOPS

7258 Main. Mach. Supervisor(1)
7332 Maintenance Machinist(5)

S.E. SEWAGE PLANT

7332 Main. Machinist(2)

N.P. SEWAGE PLANT

7332 Main. Machinist(1)

R.S. SEWAGE PLANT

7332 Main. Machinist(1)

G.G. PARK SHOP

7254 Auto Mach. Supervisor(1)

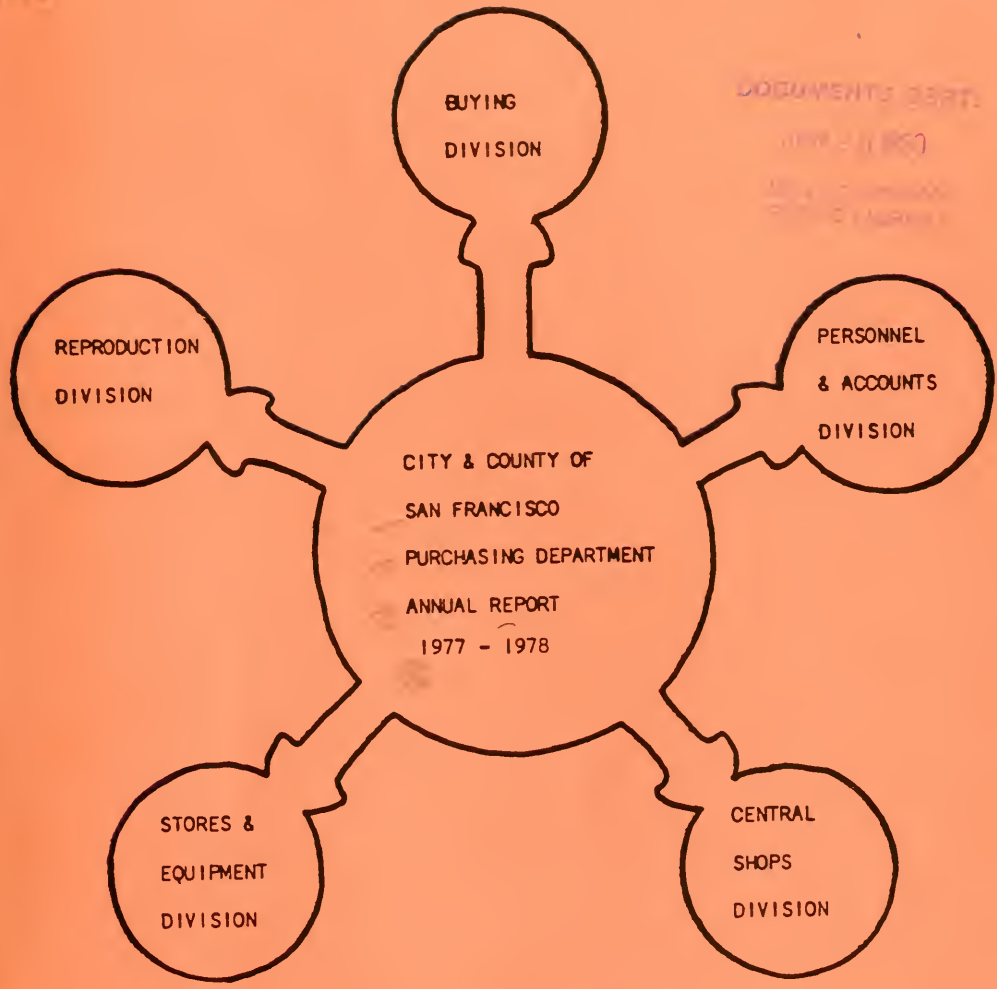
7313 Auto Machinist(5)

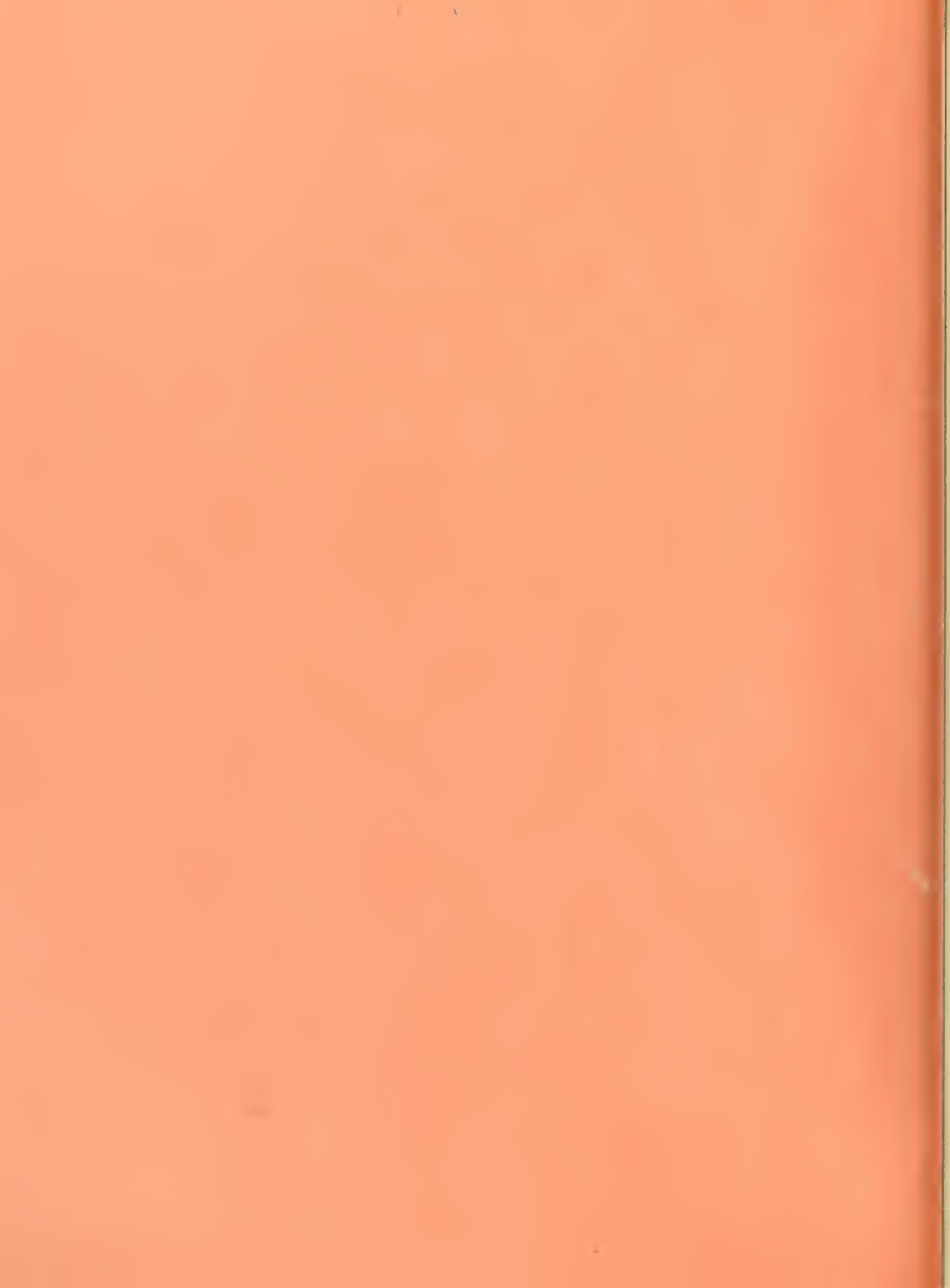
7410 Auto Service Worker(1)

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P90
#1
1977-78

7

DOCUMENTS DEPT.
OFFICE OF THE
CITY & COUNTY OF
SAN FRANCISCO





ANNUAL REPORT

FISCAL YEAR
1977 - 1978

**City and County
of
San Francisco**



Purchasing Department

- BUYING DIVISION
- PERSONNEL & ACCOUNTS DIVISION
- STORES & EQUIPMENT DIVISION
- REPRODUCTION DIVISION
- CENTRAL SHOPS DIVISION

JOSEPH C. GAVIN
PURCHASER OF SUPPLIES

THE HISTORY OF THE

1780

1781

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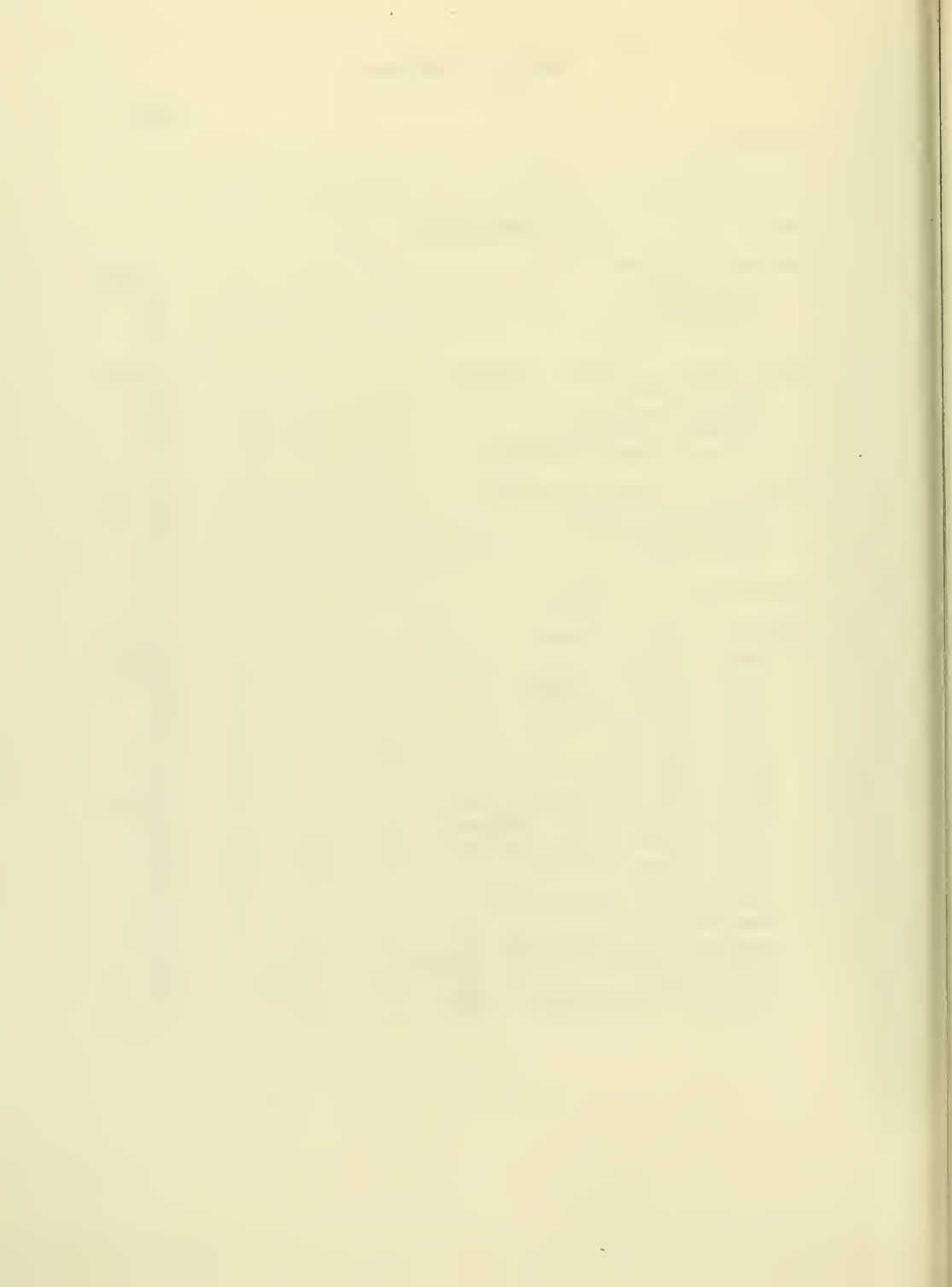
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November 20, 1978

Mr. Roger Boas
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco, California 94102

Dear Mr. Boas:

The annual report of the Purchasing Department for the fiscal year ending June 30, 1978, is submitted herewith in accordance with the provisions of Section 3.501 of the Charter of the City and County of San Francisco.

Very truly yours,

JOSEPH C. GAVIN
Director of Purchasing and Services

JCG/et

ORGANIZATION CHART

City and County of San Francisco

Purchasing Department

CHIEF ADMINISTRATIVE OFFICER

PURCHASER OF SUPPLIES

ASST. DIRECTOR OF
PURCHASING & SERVICES

Stenographic Secretary
Sr. Clerk Typist

BUYING DIVISION

Asst. Dir. of Purchasing & Services(1)
- Sr. Clerk Typist(1)
Sr. Purchaser - Specification &
Standardization(1)
Sr. Purchaser - Buying Staff(1)
Sr. Purchaser - S.F. General Hosp.(1)
Sr. Purchaser - Municipal Railway(1)
Purchaser(6)
Purchaser - Printing(2)

Coding Section
Coding Supervisor(1)
Clerk(1)

CENTRAL SHOPS DIVISION

City Shops General Superintendent(1)
City Shops Asst. Superintendent(1)
Sr. Accountant(1)
Sr. Account Clerk(1)
Account Clerk(1)
Sr. Payroll-Personnel Clerk(1)
Clerk Typist(1)
Auto Mach. Supervisor(3)
Auto Mach. Asst. Supervisor(2)
Auto Machinist(25)
Auto Service Worker(25)
Metalsmith(4)
Car-Auto Painter(4)
Patternmaker(2)
Upholsterer(1)
Chauffeur(1)
Auto Service Worker Asst. Super.(1)
Auto Mechanic Supervisor(1)
Auto Mech. Asst. Supervisor(1)
Auto Mechanic(11)
Body Fender Worker(3)
Maintenance Mach. Supervisor(1)
Maintenance Machinist(9)

PERSONNEL & ACCOUNTS DIVISION

Chief Clerk(1)
Principal Clerk(1)
Sr. Accountant(1)
Payroll Clerk(1)
Sr. Clerk(1)
Sr. Clerk Typist(6)
Clerk(6)
Clerk Typist(3)

REPRODUCTION DIVISION

Blueprint & Reproduction Manager(1)
Sr. Account Clerk(1)
Photo-Lithographer(1)
Photographer(1)
Reproduction Supervisor(1)
Sr. Offset Mach. Operator(1)
Offset Mach. Operator(1)
Sr. Blueprinting Mach. Operator(1)
Blueprinting Mach. Operator(2)

STORES & EQUIPMENT DIVISION

Stores & Equipment Supervisor(1)
Asst. Stores & Equipment Supervisor(1)
Sr. Clerk Stenographer(1)
Sr. Clerk Typist(1)
Sr. Storekeeper(12)
Storekeeper(22)
Asst. Storekeeper(9)
Inventory Clerk(2)



PURCHASING DEPARTMENT---
serves all departments of
the City & County,
including City-owned
utilities, the San
Francisco Port
Commission & the San
Francisco Community
College District.

STORES & EQUIPMENT DIVISION---maintains
& operates a central warehouse & store-
rooms in various City Departments;
transfers or disposes of equipment and
supplies no longer useful to
departments; maintains a perpetual
inventory of City equipment including
all City vehicles.

REPRODUCTION DIVISION---operates a
central reproduction facility for all
departments requiring its
services.

**CENTRAL SHOPS
DIVISION---**repairs
& maintains auto-
motive & other
equipment for the
various departments,
Community College
District & for the
School District.

BUYING DIVISION
---is responsible
for the procurement
of supplies, equipment,
services & insurance.
Coding Section---carries
on the development &
application of the material
& supplies identification
coding system.

**PERSONNEL & ACCOUNTS
DIVISION---**handles the
clerical & supportive duties of
purchasing, involving the Bid
Section, Accounts Payable
Section, Payroll Section &
the Accounting Section.

PURCHASING DEPARTMENT:

J.C. Gavin - Purchaser of Supplies (Department Head)

BUYING DIVISION

R. Tecco - Asst. Director of Purchasing & Services (Division Head)

G. Burket - Senior Purchaser, Specifications & Standardization

R. Erickson - Senior Purchaser, Buying Staff

J. Breslin - Senior Purchaser, San Francisco General Hospital

F. Lahaderne - Senior Purchaser, Municipal Railway

Vacant - Coding Supervisor

PERSONNEL & ACCOUNTS DIVISION

H. Lundle - Chief Clerk (Division Head)

Vacant - Principal Clerk

STORES & EQUIPMENT DIVISION

H. Gheno - Stores & Equipment Supervisor (Division Head)

A. Carignani - Stores & Equipment Assistant Supervisor (Acting)

REPRODUCTION DIVISION

E. Funds - Blueprint & Reproduction Manager (Division Head)

CENTRAL SHOPS DIVISION

A.M. Flaherty - General Superintendent of City Shops (Division Head)

E. Franke - Assistant Superintendent of City Shops (Acting)

SEPARATIONS:RETIRED

<u>NAME</u>	<u>POSITION</u>	APPROX. YEARS OF <u>CITY SERVICE</u>	<u>RETIRED</u>
Parker, Thomas C.	Storekeeper	12 yrs	7-01-77
Lowenberg, George	Purchaser	17 yrs	7-01-77
Cook, Ralph B.	Automotive Mechanic	8 yrs	9-01-77
Battaglia, Anthony	Coding Supervisor (Not a member of Retirement System)		12-28-77
Rames, Edmond A.	City Shops Asst. Supt.	36 yrs	1-01-78
Murray, Roy B.	Maintenance Machinist	25 yrs	2-04-78
Sanini, Vincent	Automotive Mechanic	14 yrs	3-31-78
Davis, Leroy H.	Senior Storekeeper	15 yrs	4-15-78
Kanzel, Miriam M.	Purchaser, Printing	17 yrs	4-29-78
Fleaherty, George M.	Truck Driver	39 yrs	6-17-78
Suen, Raymond	Reproduction Supervisor I	27 yrs	6-23-78

DECEASED

Scott, Harry (Temp.)	Automotive Mechanic	2.5 yrs	10-20-77
Gibbons, Anna M.	Chief Clerk	34 yrs	11-26-77

RECAPITULATION OF WORK ACCOMPLISHED:

<u>DIVISION</u>	<u>UNIT</u>	<u>1976-1977</u>	<u>1977-1978</u>
Buying	Purchase Orders	26,425	28,361
	Dollar Amount	\$31,526,554	\$33,836,812
	Encumbrance Request Amount	\$84,854,016	\$95,325,961
	Personal & Professional Service		
	Contracts Amount	\$14,446,950	\$19,958,628
	TOTAL	\$130,827,520	\$149,121,401
Personnel & Accounts	Bids Processed:		
	Price Quotations	6,075	8,367
	Informal Bids	2,245	2,354
	Formal Bids	322	364
	Term Contracts	155	130
	Purchase Order Discounts Earned	\$76,318	\$148,902
	Sale of City Documents	\$12,164	\$20,008
Stores & Equipment	Surplus Sales Amount	\$162,695	\$188,451
	Warehouses in Operation	11	11
	Average Daily Inventory on Hand	\$3,975,148	\$4,839,083
Reproduction	Services Rendered Amount	\$236,234	\$246,671
Central Shops	Expenditures	\$2,594,878	\$2,677,300
	Gasoline Dispensed (Gallons)	1,342,209	1,470,274

BUYING DIVISION

The Buying Division, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City and County departments and the San Francisco Community College District. As requisitions are received from the various City and County Agencies they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) are as follows:

I. BUYING - BIDS AND AWARDS

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

BUYING PERSONNEL

The buying staff consists of the following personnel:

1 - Assistant Director of Purchasing and Services
Robert Tecco

4 - Senior Purchasers
Raymond F. Erickson - Buying Staff Supervisor
George F. Burket - Specifications and Standardization
James Breslin - San Francisco General Hospital
Felix Lahaderne - San Francisco Municipal Railway

6 - Purchasers
Douglas Goodspeed
Howard Phelps
Bernard Savant
Claude Webster
James Campbell (Probationary)

2 - Purchasers (Printing)
Robert Runneals
(Other position vacant)

2 - CETA Staff Aides
Lewis Brown
Donald Wein

These buyers procure all the materials, supplies, equipment, and services requested by all the various departments and agencies in the City and County of S.F. This group purchases well over 100,000 different items per year which range from simple supplies such as pencils to the most complex items of equipment.

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a broad commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment is also spread throughout the buying staff to prevent an overload on any particular buyer. The vast number of commodities (100,000) and the insufficient staff (8 buyers) makes it totally impossible for buyer specialization in any commodity.
2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.
3. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The forms devised for this purpose make it easier for departments to furnish desired information for bid purposes.
4. As time is available, personnel are assigned to:
 - a. Review specifications, forms, and procedures.
 - b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desirable. Term contracts added during the past fiscal year, are as follows:

77335	Flocculant, Cationic, Polymers	Sewage Treatment
71675	Recondition GMC Impellers	Muni Railway
85850	Concrete Pumping Service	S.F. Port Commission
79804	Repair Furniture	Airport
83670	Janitorial Service	Health Department
83680	Janitorial Service	Social Service
93060	Film Processing	College District
5. Whenever practical, term contracts are entered into for various services and commodities that are in general use by several departments or are recurrently used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

6. Major purchases included the following:

Proposal Number	Description Department	Amount
593	Chairs; Community College	\$ 56,747.05
620	Security Officer Guard Service; Muni Railway	57,614.96
453	Homemaker/Chore; Social Service	2,583,840.00
614	Coin Counter, Sorter, Wrapper; Muni Railway	38,710.80
626	Overhead Line Truck; Muni Railway	44,688.50
639	Polyvinyl Chloride Sheeting, Protective, Pilings; S.F.P.C.	115,533.49
636	Milling Machine; Muni Railway	30,844.35
640	Cleaning Service, Candlestick; Rec/Park	32,000.00
641	Conversion of Movable Stands, Candlestick; Rec/Park	23,670.00
546	Equip. for light Rail Vehicle Maintenance; Muni Railway	111,601.00
646	Sodium Silicoflouride; Water	25,504.00
652	Fire Hose; Fire	67,760.00
645	Tables and Benches; Sheriff	28,466.00
649	Brake Shoes, Cast Steel; Muni Railway	23,670.00
675	Pamphlet, Prtd., Election; Register of Voters	82,534.00
674	Welding Supplies; Community College	32,516.00
695	Forms, Set, Printed, Misc.; Public Health SFGH	23,559.93
690	Valve, Gate; Water	36,531.24
707	Bags, Polyethylene; Public Works	28,800.00
644	Wearing Apparel - Patient; Public Health	34,750.00
671	Motor Trucks; Various	311,992.70
709	Automobiles; Various	400,967.46
698	Shear, Hydraulic; Muni Railway	35,267.00
715	Sweepers, Street & Industrial; Public Works	220,400.00
749	Fire Hydrants; Fire	26,757.50
752	Dry Goods; Various	28,094.02
738	Truck W/25 - Ton Wrecker Body; Muni Railway	64,993.00
765	Pipe, Steel, Welded; CAO	29,824.00
778	Backhoe-Loader; Airport Commission	26,562.00
808	Tables and Chairs; Airport Commission	22,454.23
740	Police Cars; Police	75,824.55
728	Wearing Apparel-Operating Room; Health	23,483.50
803	Feeder System; Water	28,435.00
836	Mix, Cinder-Clay; Rec/Park	67,500.00
757	Microscope, Ophthalmic; Health	26,615.00
617	Repainting Diesel Transit Type Motor Coaches; Muni Railway	473,280.00
804	A Computer System for the S.F. Public Utilities Commission Computer Center; PUC	1,580,982.00
817	Video Equipment; Police	34,012.30
811	Motor Trucks and Eductor; Various	228,336.50
742	Rail & Tie Plates; Railway	375,349.96
822	Furnish & Install, Radio, Mobil; Airport Commission	20,462.00
681	Furnishing & Installing a computerized circulation control system for Public Library; Library	388,540.00
865	Receptacles, Litter, Exposed aggregate; Various	22,880.00
869	Motorcycles, 3-wheel; Police	24,965.00
874	Pamphlet, Printed, Election; Register of Voters	54,534.00
851	Booklet, Printed, City College Catalog 1978-79; Com. Catalog	28,259.84

Proposal Number	Description Department	Amount
893	Sign Post & Bracket, Aluminum; Public Works	\$ 20,731.00
725	Fare Collection System ; Muni Railway	1,560,669.00
841	UHF Base/Mobile Radio System; Muni Railway	1,777,082.00
921	Contemporary Furniture; Airport	202,243.79
918	Motor Trucks, Muni Railway	57,720.58
926	Fire Truck, Aerial Ladder; Fire Dept.	126,987.00
916	Rake & Lawn Mowers; Rec/Park	25,390.68
957	Wire, Trolley; Hetch Hetchy	21,350.00
955	Printer; Police	22,192.20
951	Processor, Color Film Print; Police	21,898.00

MUNICIPAL RAILWAY ACTIVITIES

RTA

The Purchasing Department, thru the Municipal Railway Department, is a member of the Regional Transit Association. It is represented on the joint procurement committee by a Senior Purchaser.

In the last year San Francisco has collaborated in the preparation of five bids of common interest, and accepted participation on one joint contract.

Also, during this period an "Open Stores" mutual aid policy for materials was used, to the benefit and service of the several RTA members.

LRV

The Purchasing Department thru its Senior Purchaser at Municipal Railway is cooperating in the processing of an estimated \$8,000,000.00 in spare parts for anticipated fleet of Boeing-Vertol Light-Rail Vehicles.

To be purchased are approximately 850 items, ranging from capital equipment to common hardware.

SAN FRANCISCO GENERAL HOSPITAL ACTIVITIES

The Senior Purchaser at San Francisco General Hospital is responsible for material acquisition of all the surgical and medical supplies and all general use items necessary to support the Hospital operation.

Fiscal 1977-1978 was an extremely active year for capital equipment purchases as nearly \$600,000 in capital equipment was purchased. The fiscal year also showed significant improvements in the CPD (Central Nursing Supply) operation. The importance of the purchasing function was recognized when the Senior Purchaser was awarded the "Employee Who Cares" award by the Executive Administrator of San Francisco General Hospital.

CONCLUSION

The problems of the Buying Division are the same as in previous years and are worthy of repetition:

Civil Service Lists fail to provide fully qualified personnel due to:

- a. Low pay in comparison to comparable public and private employers, i.e., the existing top step of 1952 Purchaser is less than the mid-point salary of Kaiser Hospital in Oakland (San Francisco top step \$1525/m vs Kaiser \$1465-1750/m).
- b. Excessive work load per buyer.
- c. Poor fringe benefits in comparison to both public and private sector compensation.
- d. Requirement to start under a new retirement plan, and
- e. Restrictions on residency.

The workload of the buying staff relative to their number is so overwhelming that quantity of work must be stressed over quality in order that the using departments receive their requirements within a reasonable space of time. Only with the assistance of two very capable CETA staff aides was the division able to keep its head above water.

With no increases in salary for the past two years, it will be completely impossible to recruit buyers in the future. This is especially true in light of the passage of Proposition 13 and the inability to hire qualified buyers will have an adverse effect on all City departments.

PURCHASE ORDERS —————
 ENCUMBRANCE REQUESTS - - - - -
 PERSONAL & PROFESSIONAL CONTRACTS



*PURCHASE ORDERS:

Year	Number	Dollar Amount
1977-78	28,361	\$33,830,812
1976-77	26,425	\$31,526,554
1975-76	31,039	\$29,202,104
1974-75	32,969	\$32,992,494
1973-74	35,681	\$33,134,213

ENCUMBRANCE REQUESTS:

Year	Dollar Amount
1977-78	\$95,325,961
1976-77	\$84,854,016
1975-76	\$67,649,000
1974-75	\$74,841,892
1973-74	\$53,824,213

*Decrease in number of Purchase Orders issued is attributable to Purchasing Dept. efforts to reduce same by combining requisitions, requesting departments to order optimum quantities, increasing the revolving fund purchase limit, and other procedures that have resulted in decreased costs and increased efficiencies.

PERSONAL & PROFESSIONAL
 SERVICE CONTRACTS:

Year	Dollar Amount
1977-78	\$19,958,628
1976-77	\$14,446,950
1975-76	\$12,076,484
1974-75	\$ 3,000,000 (Est.)
1973-74	\$ 2,518,652

COMBINED TOTAL OF PURCHASE ORDERS,
 ENCUMBRANCE REQUESTS & SERVICE CONTRACTS:

Year	Dollar Amount
1977-78	\$149,115,400
1976-77	\$130,827,520
1975-76	\$108,927,588
1974-75	\$110,834,386
1973-74	\$ 89,477,078

PURCHASE ORDERS PROCESSED:

GENERAL

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1977-78	14,580	\$17,080,537
1976-77	13,012	\$14,026,630
1975-76*	12,430	\$12,539,423
1974-75	13,431	\$14,069,190
1973-74	14,453	\$13,846,231

EDUCATION

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1977-78	2,818	\$2,154,280
1976-77	2,459	\$2,791,339
1975-76*	7,558	\$5,303,784
1974-75	8,018	\$6,029,496
1973-74	9,663	\$7,075,882

HEALTH

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1977-78	5,896	\$7,552,948
1976-77	5,715	\$7,905,781
1975-76*	5,325	\$5,590,383
1974-75	5,537	\$6,347,948
1973-74	5,631	\$5,270,191

UTILITIES

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1977-78	5,067	\$7,043,047
1976-77	5,239	\$6,802,804
1975-76*	5,726	\$5,768,514
1974-75	5,983	\$6,545,860
1973-74	5,934	\$6,941,909

COMBINED TOTAL

<u>Year</u>	<u>Number</u>	<u>Dollar Amount</u>
1977-78	28,361	\$33,830,812
1976-77	26,425	\$31,526,554
1975-76*	31,039	\$29,202,104
1974-75	32,969	\$32,992,494
1973-74	35,681	\$33,134,213

* April 1976 - Separation of San Francisco Unified School District purchasing function

CODING SECTION:

The Coding Section commenced operations in October, 1962. It was established to furnish the City and County of San Francisco with statistical data about commodities procured by the Purchasing Department for the various City departments and to create a uniform code in all departments for ordering and inventory. The goals of the coding system were to achieve the following:

1. Computerized Inventory Control,
2. Standardization of Material & Supplies,
3. Budgetary Information,
4. Selection of Effective Ordering Quantities,
5. Information for Interdepartment Transfers of Surplus Commodities,
6. Reduction in Inventory Requirements.

A nine-digit commodity coding system was set up using standard nomenclature in general accordance with the guidelines of the Federal Supply Catalog. An example of a commodity code follows:

3 75 21 2105 EA Punch, two-hole, 2 3/4 in. span

- 3---the object of expenditure (O.E.), 3 designates Material & Supplies, a 4 would be used if the item was equipment;
- 75---represents the group number for Office Supplies & Devices;
- 21---Indicates the class number for Office Devices & Accessories, Section #2, P to Z inclusive;
- 2105---specifies the item identification number for the description of Punch, two-hole, 2 3/4 in. span;
- EA---is the approved unit abbreviation for Each.

61 groups and 575 classes were cataloged with a code book for each group. A Cataloging Handbook and a Codification Index were printed to aid the departments in writing requisitions for a purchase order. The booklets contained instructions on how to use the codes, a breakdown of the approved unit abbreviations, the index of materials and supplies to proper group and class, plus a categorical listing of all the groups and classes. Publication thereof was for the purpose of supplying information to all departments so that the application and use of standard articles could be adopted throughout City and County government.

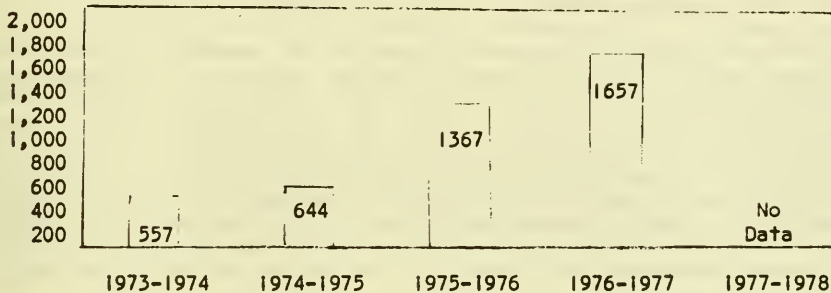
During fiscal year 1977-1978 this section was not maintained at an operational level but all requisitions for purchase orders were examined for correctness in structure, checked for coding and required procedures and distributed to the buyers. Contact with the departments was made when discrepancies were found. This resulted in considerable savings to the City in money, materials and supplies, delivery time and follow-up correspondence.

On the following page the bar graph shows the number of new codes assigned the past five years.

Codes assigned 1962-1972	6,051
Bar graph 1972-1977	5,681
Total	11,732

This total brings to date over 90,000 commodities that are coded and stocked in the Purchasing Department warehouse and storerooms. With the vast number of changes and the number of new codes assigned there is a definite need for an up-dated printing of the code catalogs, Index and a new instruction manual in the handbook, and funds will be requested for this purpose in the forthcoming budget. (No personnel were available to the coding section for FY 77-78 thus no data is available).

NEW COMODITY CODES ASSIGNED



To reach full potential, the coding system must be fully incorporated into the City's EDP system so that the information could provide:

1. CONTROL: In the areas of expenditures and inventory, valuable data and statistics for budgeting plus personnel savings;
2. PERFORMANCE: Increased efficiency in handling orders; rapid succession in processing requisitions to vendors and all departments; needed information and data for term contracts; and
3. STANDARDIZATION: further reductions in the kinds and types of items ordered, in order to obtain higher quantity discounts.

PERSONNEL & ACCOUNTS DIVISION

Purchasing Department's Personnel and Accounts Division handles the clerical and supportive duties involved in the purchasing function.

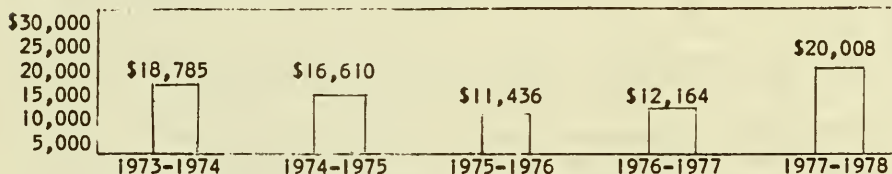
Bid Section:

This section is responsible for typing and mailing all formal and informal bids, price quotations, term contracts and the awards as directed by the Buying Division.

<u>Bids Processed</u>	<u>1976-1977</u>	<u>1977-1978</u>
Price Quotations	6,075	6,367
Informal Bids	2,245	2,354
Formal Bids	322	364
Term Contracts	155	130

The section also handles the clerical aspect of the traveling requisitions to purchase orders (monthly repetitive orders processed in quantity on a repeat basis); tabulation of bids (microfilmed record of all bids); extensions and additions checked on the requisitions, plus calculation of sales tax then assignment of the purchase order numbers. After the assignment of the purchase order number the order is xeroxed with seven (7) documents resulting: Vendor's copy-white, Controller's copy-blue, Purchasing's copy-green, Material Received Report-yellow & two white copies for the department, plus the Advance copy-orange for the department. The section also maintains the requisition register, vendor register and the purchase order register; handles departmental pay check distribution; and the sale of various city documents.

SALE OF CHARTERS, CODES & OTHER DOCUMENTS



Payroll Section:

The payroll section posts time report information to timeroils including information of time worked, vacations, leaves, overtime and similar information reflecting employee activities during a pay period. This section also provides information to employees and others on employment processes, leave problems, salaries and wages plus any other requests for information regarding departmental personnel and payroll activities.

Accounting Section:

This section gathers data relative to the preparation of the Purchasing Department budget; maintains the posting of expenditures and control of the accounts and prepares reports for these accounts; compiles financial reports and tax statements; approves departmental receipts for deposit with the City Treasurer; plus varied accounting duties.

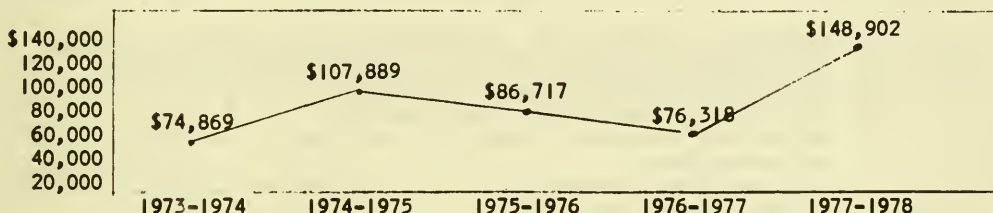
Accounts Payable Section:

Purchase orders are processed for payment after receipt of the MRR (Material Received Report) from the department. The amount is verified with the invoices and packing slips received, then sent to the Controller for payment. The date is posted in the Purchase Order Register when the order is sent to the Controller's Office for payment or when a Purchase Order is cancelled.

With the implementation of the Vendor Code by the Controller's Office, it is hoped that the payments of purchase orders can be completed more rapidly.

The number of purchase orders to be prepared and processed is not constant, chiefly due to the fact that the requisitions do not flow into the department uniformly. Consequently, there are times when high production cannot be sustained because of diminished personnel caused by vacation, illness, unfilled positions or other conditions beyond Purchasing's control. However, continual effort is made to process the requisitions and the subsequent purchase orders with upmost speed, accuracy and efficiency.

DISCOUNTS EARNED



Discounts Taken

Month	1976-1977	1977-1978
July	\$ 7,090.21	\$ 3,012.21
August	6,017.88	7,080.45
September	4,784.01	8,675.17
October	4,776.39	5,175.34
November	6,123.49	32,468.24
December	2,546.30	8,604.73
January	10,130.44	42,696.87
February	6,237.22	5,331.25
March	5,137.07	6,742.83
April	4,713.36	8,017.05
May	9,358.10	8,163.77
June	9,403.38	12,933.61
	<u>\$76,317.85</u>	<u>\$148,901.52</u>

Discounts Lost

Month	1976-1977	1977-1978
July	\$ 46.26	\$ 980.11
August	498.48	1,161.36
September	422.21	1,930.52
October	472.17	974.94
November	304.34	5,887.14
December	98.23	1,285.24
January	252.35	1,383.94
February	124.21	1,480.61
March	152.13	1,529.55
April	975.36	9,449.81
May	1,486.53	1,279.62
June	2,102.88	3,876.21
	<u>\$ 6,935.15</u>	<u>\$31,219.05</u>

Purchaser of Supplies

STORES AND EQUIPMENT DIVISION

Stores & Equipment Supervisor

(51 Employees)

Asst. Stores & Equip. Spvr. (Unfilled)

Inventory Section, Stores Section, Sales Section

Sr. Clerk Stenographer
Sr. Clerk Typist
Sr. Storekeeper (12 - 1 Unfilled)
Storekeeper (22 - 1 Unfilled)
Asst. Storekeeper (9)
Asst. Storekeeper (3 CETA, Temporary)
Inventory Clerk (2)

The Purchasing Department Stores and Equipment Division operates and maintains a central warehouse and several storerooms in various City departments. This division is responsible for the following functions:

1. Requisitioning, receiving, storing and issuing Materials, Supplies and Equipment for use of various City and County Departments;
2. Sale of surplus and obsolete City Property;
3. Equipment exchanges between departments;
4. Maintaining a perpetual inventory of all items in storeroom and warehouse stock.
5. Registering and insuring of all City vehicles and processing of accident reports for same;
6. Acquiring and distributing gasoline credit cards.

The following locations, with a total storage capacity of approximately 1.9 million square feet, are staffed and operated by the Stores and Equipment Division:

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TYPE</u>	<u>INVENTORY AMOUNT</u>
Purchasing	Central Warehouse -	Stationery	\$ 21,837.00
	15th & Harrison Sts.	Janitorial	12,823.00
Public Health	Central Shops -		
	800 Quint St.	General	45,670.00
	S.F.G.H. - 22nd & Potrero	General	314,150.00
Municipal Railway	L.H.H. - 7th & Dewey	General	789,111.00
	Wood Division	General	736,238.00
	17th & Potrero and		
Water	-1- Sub Store	General	429,609.00
	Metro Center		
	Geneva & San Jose Ave.	General	690,655.00
S.F. Intl. Airport	1990 Newcomb	General	971,604.00
	Hetch Hetchy - Moccasin	General	73,428.00
	South San Francisco	General	78,564.00
Public Works	2323 Army St.	General	200,765.00
Electricity	901 Rankin St.	General	70,425.00
Recreation & Park	Golden Gate Park	General	52,139.00
Sheriff	Room 331, City Hall -		
	Jail #1, #2	General	352,029.00
TOTAL			<u>\$4,839,047.00</u>

STORES SECTION

During fiscal year 1977-78, this section had been adversely affected by a continuous shortage of storekeepers due to budget cuts, illness and injury, and primarily from an insufficiency in the staffing pattern. Three prime areas of concern were:

1. Introduction of the new Wood Division storeroom where the addition of new service windows and a 24-hour operation (3 shifts) required additional personnel but, in fact, was operated with the same number of people.
2. San Francisco General Hospital storeroom, a major undertaking, was short three storekeepers most of this period due to illness or injury.
3. San Francisco International Airport storeroom assumed a greater workload with the construction of the new terminal, and as in the two previous examples no additional storekeepers were made available.

The Stores and Equipment division was hard pressed to keep all storerooms functioning. Only through the manipulation of personnel between the various operations and the diligence of David Sullivan, Charles Ryan, and Eugene Yokley, the senior storekeepers at the respective locations, was it possible to maintain an adequate level of service.

INVENTORY SECTION

This section is responsible for the Equipment Inventory for all City departments. As new equipment is purchased, the information is documented and the necessary papers forwarded to the requisitioning department. If an item of equipment is lost, damaged, or stolen, the Inventory Section is notified, a follow-up investigation is made, and a report sent to the Board of Supervisors through the Purchaser of Supplies.

Under Section 7.100 of the Charter, the Purchaser, through the Inventory section, is required to perform periodic checks of said property to up date the perpetual inventory records. If carried out, this function would locate surplus property, assure that all City property was accounted for, and would locate equipment not previously recorded. This function has not been performed for many years due to insufficient personnel staffing.

This section also performs the following additional functions:

1. Assists in relocation of City offices by securing estimates from the contractor, coordinates move with contractor and department, supplies necessary materials for the move if required. Fifty-eight relocations were made during the fiscal year.

INVENTORY SECTION (Cont'd)

2. Assists the sales section in the sale of all surplus commodities.
3. During the past fiscal year assisted the Central Warehouse store-keeper in the preparation of stationery orders and deliveries thereof to various City departments.

SALES SECTION:

This section is responsible for the sale of all scrap and surplus City property under the provisions of section 7.100 of the City Charter. For each sale, items are listed and categorized, sales advertised, bids accepted and awards made. Receipts from sales are deposited with the City Treasurer within 24 hours. Records and correspondence pertaining to each sale is compiled by the Sales Section and recorded with the Purchasing Department general office.

In January, 1978, a term sale for miscellaneous scrap metal was set up for the calendar year and proved to be more satisfactory both as to efficiency and monetary return to the City than individual sales of miscellaneous scrap metal conducted in previous years.

Thirty-three (33) sales were conducted by this section. A general breakdown of the sales for the fiscal year 1977-1978 are as follows:

<u>DESCRIPTION</u>	<u>AMOUNT OF SALE</u>
Drain and Waste Oil	\$ 1,645.54
Grease and Bones	3,197.23
Waste Paper	4,584.24
Scrap Metal	30,846.07
Vehicles	60,314.24
Surplus Fare Boxes	127.24
Crankshaft	19,286.09
Bus Parts	12,000.00
Bus Tires	10,092.00
Used Machinery	1,800.00
Surplus Diesel Engine	9,585.00
Batteries	625.16
X-Ray Film	29,922.64
Burroughs Computer Equipment	106.50
Addressograph Plates	100.00
Hospital Beds & Equipment	131.50
Fire Hose	1,779.75
Street Signs	284.48
Ballot Cans	168.15
X-Ray Unit	1,825.00
Food Carts	30.00
TOTAL	<u>\$ 188,450.83</u>

SALES SECTION (Cont'd)

SALES OF SURPLUS EQUIPMENT & SUPPLIES

<u>FISCAL YEAR</u>	<u>AMOUNT OF SALE</u>
1973-1974 (Includes a Sale of Computers for \$1,976,270.)	\$2,028,099.00
1974-1975	\$ 241,255.00
1975-1976	\$ 113,216.00
1976-1977	\$ 162,695.00
1977-1978	\$ 188,451.00

REPRODUCTION BUREAU

The Reproduction Bureau provides centralized service to City Departments for photography (People, Places, and Objects), offset printing up to 17" x 22", ammonia printing for architectural drawing, microfilming (16mm and 35mm) and self service copiers. Funds are provided by Work Order, not appropriated.

Charges for Services:

1977-1978	\$246,671 (1)
1976-1977	\$236,234
1975-1976	\$212,788
1974-1975	\$337,495 (2)
1973-1974	\$256,000

\$100,000 \$150,000 \$200,000 \$250,000 \$300,000 \$350,000

(1) The increase in work performed required \$9,000 less in personal services than in the previous year.

(2) \$90,000 was work for Yerba Buena channelled through, but not performed by, the Bureau.

The last two months of the year found much time and effort devoted to FAMIS forms: producing them in sufficient quantities and in time for use July 1; and learning how to use them.

Ray Suen, the Bureau's Supervisor I for eight years, retired June 21st, with 27 years with the City. His professional skills and experience with the Bureau are greatly missed.

No new or replacement equipment was acquired.

CENTRAL SHOPS DIVISION
1977-1978 ANNUAL REPORT

Section 7.100 of the Charter of the City and County of San Francisco provides that the Purchaser of Supplies shall have charge of a central garage and shop for the repair of City and County equipment.

In compliance the Central Shops, at 800 Quint Street, and allied facilities provide all necessary mechanical maintenance, repair and support service for all City departments and divisions (exception, Public Utilities). It is the responsibility of the Shops to inspect, appraise and make recommendations on all City-owned vehicles contemplated for replacement and to aid the various departments in the writing of specifications; to receive and approve all new vehicles delivered to the City, and to outfit and prepare these vehicles for service.

By an amendment of Chapter 4 of the Administrative Code, the Shops are now directly funded under Index 314 of the Annual Budget, for the purchase of automobiles and light trucks to be assigned to 67 various City departments and bureaus.

Other Central Shops operations include Golden Gate Park Shop, providing maintenance for Recreation and Park Department equipment; Hall of Justice Service Station, where fuel and lubricants are provided for Police and other City cars, along with inspection and light maintenance for Police autos and motorcycles, Department of Public Works, Army Street Yard, where fuels, lubricants, preventive maintenance and inspection are provided for Public Works vehicles; 19th Avenue Public Works Station; Health Department Garage; and Department of Electricity Garage. (These latter two facilities will be closed for service July 1, 1978 for lack of funds).

Administration of the Shops, under the Purchaser of Supplies, is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent, aided by Mr. Edmond A. Rames, City Shops Assistant Superintendent (Retired 12/31/78) and Mr. Edward Franke Assistant Superintendent, temporary assignment.

The Central Shops, Quint Street operation, has four main maintenance shop areas. (1) Auto and Light Truck Shop (2) Heavy Truck and Equipment Shop (3) Fire Apparatus Shop (4) Machine Shop and the following auxiliary shops: Metalsmith, Pattern and Ladder Shop, Auto Paint, Hose, Upholstery, Body and Fender, Tire Service Station.

Along with the responsibilities for the maintenance and repair of mechanical equipment in school building, sewage plants, pumping stations, public buildings, etc., the Shops maintain 3,053 units of the City-owned automotive fleet. These vehicles and machines are valued at approximately 12 million dollars.

The Division is budgeted for 103 employees. Of these, 85 were funded inter-departmentally in the 312 budget while 18 were funded directly or through transfer in the 311 budget. Funding restrictions have reduced this staff to 91 employees.

CENTRAL SHOPS - ANNUAL REPORT

- 1977 - 1978

INTRODUCTION

FIRE APPARATUS SHOP

ELECTRIC SHOP

PATTERN SHOP

BLACKSMITH SHOP

PAINT SHOP

UPHOLSTERY SHOP

TRUCK & HEAVY EQUIPMENT SHOP

ARMY ST. D.P.W. STATION

19TH AVE. D.P.W. STATION

QUINT ST. STATION

TIRE SHOP

AUTO & LIGHT TRUCK SHOP

MACHINE SHOP

RECREATION & PARK SHOP

HALL OF JUSTICE SERVICE STATION

CONCLUSION

FINANCIAL STATEMENTS & CHARTS

TITLE II PROGRAM REPORT

FIRE APPARATUS SHOP

The Fire Apparatus Shop combined with five sub-shops, namely the Ladder Shop, Paint Shop, Electric Shop, Blacksmith and Body Shop, and Upholstery Shop, maintain all fire-fighting equipment.

This Shop is staffed with nine Automotive Machinists, two Metalsmiths, two Painters, one Body and Fender Worker, one Upholsterer, two Pattern Maker, one Truck Driver and one Automotive Serviceman.

Retirements reduced this staff by five (5) craftsmen.

Shop supervision consists of one Auto Machinist Foreman, Ray Monti, and one Auto Machinist Sub-Foreman, Dino Ruggeri.

The Fire Shop and its sub-shops completed 1,153 job orders during the year and responded to and made 1,632 repairs and services to fire apparatus at their stations and in the streets.

Included in the total of jobs on Fire Apparatus were:

- 1 - Detroit Diesel Engine overhauls
- 4 - major engine overhauls (gas)
- 216 - minor engine repairs - head gaskets, tune-ups, valve grinds, water pumps, etc.
- 156 - fire pump repairs, leaking gates, gauges, pump packings, water plumbing leaks, pressure, capacity change-over valves, hose reels and fittings.
- 2 - major fire pump overhaul
- 5 - standard 5-speed transmission overhauls
- 2 - HT70 Allison automatic transmission
- 11 - clutch replacement
- 218 - brake repairs - reline, air leaks, spring brake replacement, air compressors, misc. air valves, quick release, etc.
- 48 - 100 foot aerial repairs, ladder locks, bent rungs, cables, pulleys, hydraulic pumps, hydraulic leaks, gauges, etc.
- 6 - Differential overhauls
- 8 - 500-gallon water tanks - sandblast, weld and coat with rust resistant epoxy.
- 6 - differential overhauls
- 9 - broken axles
- 237 - 248 lube and service jobs performed by our Automotive Service Man. Electrical and ignition repairs.

Fire Apparatus Shop

The Fire Apparatus Shop, along with routine maintenance and repair, prepared for service 1 Seagrave Aerial and 4 American La France Pumps.

All usable parts and accessories were removed from "turned-in" time apparatus- refurnished and reused on replacement units.

Ladder and Pattern Shop

This Shop is staffed with one pattern maker, with one position vacant. Duties are to inspect, repair and replace any damaged ladders. If any ladders are considered unsafe they are immediately replaced by a stock ladder and the damaged one is taken to the shop for repairs and refinishing.

During the year this shop repaired or rebuilt 44 ladders, started 6 fire escape ladders and 1 35 ft. extension ladder. This shop also repaired and modified old patterns for other departments and sub shops. The Pattern Shop made 5 new patterns and repaired 12 patterns for the water department.

Other items made here were various size wedges, blocks, pegs, small tools, equipment boxes, gleason valve saddles, benches and other wood work for the other shops and departments.

With one position vacant the shop is operating at half staff. Civil Service had developed a limited list of eligibles but none would accept the position because of salary restrictions.

The result of this is a greatly reduced fire ladder replacement program that will ultimately have a negative effect on Fire Department operational efficiency.

Paint Shop

The paint shop is staffed with 4 painters. They do all the painting for the Fire Department, Police Department, D.P.W. and all miscellaneous departments.

Their duties are to prepare and paint all vehicles and items made by the Pattern and Blacksmith Shops. The items are various sizes of blocks and pegs, hose bumpers, Gleason valve saddles, brackets of all types and engine parts. They also put on Fire, Police and Sheriff Department seals, stars and vehicle numbers.

Paint Shop

Jobs completed this year by the Paint Shop consist of the following:

- 86 - Partial fire apparatus
- 10 - 500 gallon water tanks (rust resistant epoxy)
- 68 - ladders, scraped, sanded, oiled and varnished
- 32 - Police and auto (complete)
- 2 - complete D.P.W. trucks
- 27 - partial D.P.W. trucks
- 7 - complete high pressure trucks
- 1 - complete tow truck

Electric Shop

This shop is staffed with 1 Automotive Machinist. His duties are to repair, rebuild or replace fuel pumps, carburetors, starters, generators, alternators, regulators, sirens, revolving lites and all power tools such as, chain saws, metal and cement cutting saws, high intensity spot lites and electric power plants.

This year the Electric Shop completed 352 jobs.

Blacksmith Shop

This shop is staffed with 2 Metalsmiths and 1 Body and Fender man. The responsibilities of this shop include the manufacturing of new tools and repairs of damaged tools, straightening aerial ladders and ladder rungs, weld broken machinery, weld fire engine 500 gal. water tanks, sharpen and rehandle axes, mauls and sledge hammers.

They also made 2 aerial tiller cabs, metal compartments, partitions and metal boxes. Welding for other departments is also done in this shop.

The Body and Fender worker repairs all damages to fire apparatus and high pressure trucks. During the past fiscal year the Body and Fender Shop completed 5 majors and 72 minor accident repair.

Upholstery Shop

This shop is staffed with 1 Upholsterer. All fabric and leather items for the Fire Department, Police Department and D.P.W. is done in this shop. The upholsterer makes and installs various sizes, types and lengths of straps and belts for Gleason valve saddles, Scott air pacs, ladders, hoses, helmet, tool boxes, hose boxes, pouches and axes. This shop repairs Stokes stretchers, makes covers for aerial console, upholsters seat cushions, makes gaskets and reupholsters office furniture for various departments.

Truck and Heavy Equipment Shop

This shop is staffed with 10 Automotive Machinists, 1 Metalsmith, 1 Automotive Servicer, aided by 2 Title II Auto Mechanics and 1 Title II Auto Servicer and supervised by Arthur Chin.

The shop maintains and repairs 876 units of a wide variety of heavy duty vehicles and equipment.

Example:

Ambulances	Road graders
Dump trucks	Asphalt Spreaders
Eductors	Asphalt Pavers
Street Sweepers	Asphalt Rollers
Garbage Compactors	Mobil Cranes
Street Flushers	Brush Chippers
Sewer Tuggers	Tractors
Scoop Mobiles	Vans
Back Hoes	Buses

During the 1977-78 fiscal year 2,156 job orders were written.

Examples of complete work are:

Complete engine overhauls	15
Minor engine repairs	159
Valve grinds	35
Complete brake overhauls	90
Minor brake repairs	160
Complete clutch overhauls	80
Minor clutch repairs	175
Generator/alternator overhauls	130
Minor charging system repairs	210
Starter overhauls	160
Complete engine tune-ups	220
Road Service Calls	245
Tows	200
Accident repairs	12
Battery replacements	120
Blacksmith jobs	240
Hydraulic hoist repairs	80
Automatic transmission repairs	40
Manual transmission overhauls	56
Carburetor repairs	148
Exhaust system repair	64
Driveline repair	44
Steering repair	104
Radiator repair	92
Air system repair	80

Truck and Heavy Equipment Shop

Body repairs	92
Glass repair	28

Sub shops consist of:

Quint St. Tire Shop - where 1,458 new tires and 1077 recap tires were installed, 395 road calls made, 52 vehicle's tire's were switched and 366 tires were repaired. Two (2) Auto Servicers are assigned to this shop.

19th Ave. Service Station - This station, located at 19th Ave. near Taraval St. is a garage and dispatching facility for D.P.W. machines servicing the west end of the City.

It is staffed by 1 Automotive Servicer who makes minor repairs and serviced 127 units and dispensed 71,789 gallons of fuel.

Quint St. Station - This station operates in conjunction with the main Central Shop facility - 348 vehicles were serviced and 175,300 gallons of gasoline were dispensed by one Automotive Servicer.

Army St. Station - This station is located in the D.P.W. Maintenance Yard at 2323 Army St.

It is staffed with 1 Auto Machinist and 1 Auto Servicer on the day shift and on the swing shift is operated by 1 Auto Machinist, 3 Auto Servicers and 1 Auto Supervisor II. Here vehicles are fueled, receive minor repairs and routine preventive maintenance and service.

The 1977-78 fiscal year saw the following work performed:

Combined day and night shifts:

Pieces of equipment serviced	826
Miscellaneous repairs	2,501
Units routed to shops for repair	127
Road calls	107
Gallons of gasoline dispensed	289,457
Gallons of diesel fuel dispensed	10,132
Service and Inspection of mechanical street sweepers	81
Repair and adjust mechanical street sweepers	329
Gallons of lube oil for sweepers only	189
Gallons of lube oil dispensed	2,343

Auto and Light Truck Shop

The Auto Shop is staffed with 4 permanent Automotive Mechanics, and 4 temporary Automotive Mechanics, 2 permanent Body and Fender Worker, 1 permanent Auto Painter and 2 Automotive Servicemen, under the supervision of Henry Dodsorian (Acting Supervisor).

Additionally and for the extent of the Title II program 4 Auto Mechanics, 2 Car and Auto Painters, 4 Body and Fender Workers and 1 Auto Servicer are employed under the direction of Acting Supervisor Louis Then.

The Automobile Shop is responsible for the maintenance, repair, and outfitting of 1,246 vehicles, which include both Passenger and Light Trucks and Motorcycles.

Major projects accomplished were special outfitting of 5 Fire Department vehicles, 7 Sheriff station wagons and 96 Police Patrol vehicles which were equipped with revolving roof lights, blue and red roof lights for emergency service, security screens and hidden rear door locks. 207 new vehicle were inspected and serviced for various departments. 31 vehicle were completely rebuilt including body work and new paint jobs and returned to service.

A listing of completed jobs include 1007 brake jobs including the inspection and replacement as needed of the hydraulic system and drums turned on our Ammco Drum Lathe. 660 engine tune ups were completed and tested with our Sun Electronic Engine Tester and Marquette Infrared Emissions Analyzer to comply with California Emissions Standards. 142 automatic transmissions were removed and completely rebuilt and 101 automatic transmissions were serviced and adjusted in the vehicle to factory specifications. 44 engine valve job were completed with heads resurfaced and magnifluxed for cracks. 175 radiators were remove, rebuilt and cooling systems checks for proper cooling. 22 engines were removed and completely rebuilt. 268 road service calls were made which included on the spot repairs or towing to the City Shops for major repairs.

Accident repairs numbered 309 of these 6 were beyond repair.

To complete accident repairs in the shortest possible time at minimum cost to the departments involved, parts were cannibalized from the previous years turn-ins and vehicles totaled due to accidents.

Miscellaneous jobs numbered 1059 bringing the total 3696 jobs completed with an increase of 409 jobs over the previous year.

Machine Shop

The complement of the Machine Shop consist of 8 Maintenance Machinist, 1 permanent position not filled and 1 temporary man, supervised by Maintenance Machinist Foreman Charles Jolly.

During the fiscal year 1977-1978, the Machine Shop performed a total of 1,003 jobs of which 501 were Machine Shop job orders.

The Public School System requires the services of the Machine Shop to maintain and repair boiler room equipment such as vacuums pumps, hot water circulating pumps, fans and blowers to maintain the normal heating temperature of the classrooms. The repairing of gymnasium folding doors mechanisms and windows.

The Machine Shop also maintains and repairs all machinery, power and hand tools of the Industrial Arts Sections.

We also maintain, repair boiler room equipment required to heat and ventilate the building of the San Francisco Community College. This includes building on other campuses throughout the City.

All three sewage treatment plants require the services of (4) Maintenance Machinist on a permanent basis. They maintain and repair various equipment necessary for a 24 hour operation of these vital plants. One man is stationed at the North Point and one at the Richmond-Sunset plants. Two men are stationed at the South-east plant. They are required to maintain the machinery of the bar rakes, sedimentation tank drive, including gears, sprockets, bearings and shaft; fittering machines; grit tanks and overhauling sand and sludge pumps of various size. The repairing of fans and air blowers in the ventilate system.

The Machine Shop manufacture and repair parts for the low and high pressure fire hydrants located through the City, such as spindles, King valve and nozzle gates. One Machinist is assigned to repair the Fire Department's tools and hardware carried on all fire apparatus, all types of pressure and varuum gauges, overhauling and servicing of the high pressure equalizing valve better known as the Gleason Valve. We also repair and service all types of fire hose shut-off valves and 3-way monitor and keep in repair the breathing oxygen air compressor and their related equipment.

The Fire Department has 2 high pressure pumping stations to supply water to fight large fires, each of the stations has 4 large pump. The Machine Shop is now manufacture parts for one of these pumps.

We also provide labor to the Park and Recreation Department in repairing and overhauling irrigation pump located

Machine Shop

throughout the park system.

The Machine Shop also does numerous job for Public Works, Building and Grounds. These include the repairing of firehouse automatic doors, air compressors. Other jobs were completed for the Asphalt Plant, Palace of the Legion of Honor, Youth Guidance Center, General Hospital and Material Testing Laboratory.

The War Memorial also used the services of the Machine Shop in overhaul and repair various pumps and mechanisms that operate within the buildings.

The pumping station system, a division of Public Works uses the services of the Machine Shop to repair and overhaul pump and sewage pumps. Included is making alterations such as adapting a universal drive line from motor to pump.

The Hose Shop is a sub-section of the Machine Shop. This unit is charged with inspection, repair, and distribution of all fire hose. During the fiscal year 14,000 feet of new 3 inch hose was inspected labeled and distributed to various Fire Houses. We also inspected, labeled over 10,000 feet of 1 1/2 inch hose. Over 10,000 feet of in service fire hose were inspected, repaired and sent back to the Fire Department.

A note worthy project completed this past fiscal year at the request of the Civil Service Commission was the manufacture and installation of the testing devices used in the physical agility section of the Fire Department entrance examination.

These devices were designed to simulate and test the contestants ability to lift a 50' ladder, operate a ceiling hook, make up fire hoses and fittings, swing a fire axe, hook up a Gleason valve and manipulate fire hoses.

Recreation and Park Shop

The Golden Gate Park Shop is located in the park at 3rd. Ave. and South Drive and is staffed with 5 Auto Mechanics, 1 Automotive Servicer and supervised by foreman James Elliot. Additionally a Title II funded mechanic has been assigned to this facility.

A total of 2,582 repair jobs were processed through the shops an increase of 489 over the previous fiscal year.

Significant jobs completed included:

- 1) Major overhaul at loader trucks and bucket.
- 2) Complete rebuild of two (2) Toro Parkmaster hydraulic and suspension systems.
- 3) Complete overhaul 55 Spartan mower units.
- 4) Rebuild and overhaul Ryan Spiker, Ariens Rottiller, Wayne clipper and tree Topper unit.
- 5) Rebuild three (3) truck engines.

Fuel Dispensed:

Gasoline	142,869 gal.
Diesel fuel	7,373 gal.
Motor Oil	1,350 gal.

A shortage of available funds forced us to reduce the shop by two (2) craftsmen during the busy month of June 1978. The result was a build up of 63 mechanical horticultural units in the shop which required repairs.

Hall of Justice Service Station

This branch of the Central Shops is located at 950 Bryant St. adjacent to the Hall of Justice. It supplies fuel and services to Police vehicles and fuel and oil to other City vehicles.

The station is operated 7 days a week from 7a.m. to midnight and is staffed with 8 Automotive Servicers, 2 Automotive Mechanics (autos), 2 Auto-Mechanics (Motorcycles) and 1 Auto Mechanic Supervisor II, James Ryan. Additionally 3 temporary Auto Servicers and 1 Auto Mechanic are assigned and funded through the Title II program.

This convenient downtown location makes this a high volume distribution point for fuel and lubricants for City vehicles.

The past year shows the following services performed:

Gasoline dispensed:

Police Department	499,050 gallons
Other Departments	<u>286,467 gallons</u>
Total	785,517 gallons

Oil Dispensed

Police Department	12,595 quarts
Other Departments	<u>2,189 quarts</u>
Total	14,783 quarts

Shop Area:

Vehicles repaired (day)	3,325
Vehicles repaired (night)	2,242
P.M. & lube service	1,409
Tires changed	1,806
Tires repaired	506
Batteries serviced	384
Tow jobs	1,338
Brake jobs	145

Motorcycles

Serviced	402
Tires changed	431
Batteries serviced	295
M/C repairs	4,667

Motorcycle repairs and service are for the most part, exclusively performed at this station with two mechanics and one servicers. This program has permitted us to minimize down time on the police fleet of over 300 varied motorcycles at a reduced cost.

CONCLUSION

The Central Shops 1977-78 (312) Budget of \$2,869,742.00 was funded by Work Orders in the amount of \$2,745,655.00.

Thus the Shops operated through the 1977-78 fiscal year with a deficit balance of \$124,077.00.

The result of this imbalance, coupled with a deficit balance in the previous fiscal year forced the shops to operate with 12 employees less than our normal staff.

This was accomplished by leaving unfilled these positions vacated through retirements.

The negative result of this reduction in staff is that a relative reduction in essential maintenance and support services takes place on a fleet that shows no reduction in numbers or demand for maintenance.

Only through the extra effort of the remaining Central Shops employees and Federal funding through the Title II program are we able to continue a barely acceptable level of maintenance.

This policy of underfunding the Central Shops appears to be carrying on into the 1978-79 fiscal year and, if not corrected, will require further limiting of staff.

Proper maintenance of City owned equipment and facilities, though not without demands on City funding, is far more cost effective than permitting the substantial capital investment to deteriorate prematurely.

It is hoped that budget authorities will recognize this matter and take the required steps to resolve it.

Many governmental agencies are approaching the solution to this common problem by coordinating the responsibility for their essential in-service transportation operation within a single bureau or department. That division acquires the vehicles and then "leases" them to the operating departments for a flat periodic fee that would include operating expenses and a depreciation factor. At the end of a predetermined useful life a reserve fund has been accumulated for replacement. We should continue to investigate and consider the advantages of such a policy.

So that more meaningful data might be developed for the administration of the Central Shops, the departments we service and the budget authorities. We are in the process of improving our systems through the "ACAR" project.

This Automatic Cost Accounting Reporting system is now being developed by the Central Shops and the E.D.P. bureau of the Controller office. Its completion is projected for implementation beginning the 1979-80 fiscal year.

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENTPER IBM INVENTORY RUN AS OF MAY 26, 1978

<u>DEPT.</u> <u>NO</u>	<u>DEPARTMENT</u>	<u>NO.OF MOTORIZED</u> <u>VEHICLES & EQUIPMENT</u>
111	Adult Probation	8
113	Art Commission	6
115	Assessor	2
117	City Attorney	2
119	City Planning	2
121	Civil Service Commission	1
123	Controller	1
131	S.F.Disaster Corps.	5
141	District Attorney	34
145	Fire Department	250
154	Model Cities Program	14
161	Police Department	456
165	Public Defender	6
169	Social Services	46
170	Single Men's Rehabilitation	2
173	Sheriff	64
181	Board of Supervisors	1
185	Juvenile Court	25
187	Log Cabin	6
188	Hidden Valley School	2
213	California Academy of Sciences	6
221	Chief Administrative Officer	0
223	Coroner	7
231	Dept. of Electricity	45
243	Public Administrator	3
245	Real Estate	1
247	Civic Auditorium	4
255	Registrar of Voters	1
261	Tax Collector	6
265	Weights and Measures	8
311	Purchasing - Main Office	6
312	Purchasing - Central Shops	30
	<u>Dept. of Public Works</u>	
413	Architecture	8
415	Bldg. Inspection	56
415.1	F.A.C.E. Program	6
417	Bldg. Repair	126
417.2	Traffic Painting	29
421	Engineering	24
423	General Office	1
424	Personnel Admn.	3
426	Water Pollution	28
429	Sewer Repair	117
431	Street Cleaning	124
422	Sanitary Eng.	12

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT

PER IBM INVENTORY RUN AS OF MAY 26,1978

<u>DEPT.</u> <u>NO</u>	<u>DEPARTMENT</u>	<u>NO.OF MOTORIZED</u> <u>VEHICLES & EQUIPMENT</u>
<u>Public Health Department</u>		
513	Administration	10
545	Communicable Disease	1
531	Food and Sanitary Inspection	31
535	Health Centers	5
539	Public Health Nursing	1
551	Emergency Hospitals	15
553	Hassler Hospital	0
555	Laguna Honda Hospital	13
557	S.F.General Hospital	23
561	Mental Admn.	2
567	Mental Health	8
577	Bureau of Alcoholism	3
621	De Young Museum	3
631	Public Library	7
651	Rec. & Park - General	190
651-S	Rec. & Park - Non-Auto	527
653	Candlestick Park	10
653-S	Candlestick Park	7
<u>S.F.Unified School District</u>		
661-B	John O'Connell	2
661-E	Shop Trucks	31
661-F	Gardeners' Autos, etc.	21
661-G	Delivery Trucks	13
661-H	Administration	6
661-J	Delivery, Furniture	7
669	City College	45
<u>Department of Public Works</u>		
681	DPW-Street Repair	108
683	Bureau of Engineering	33
686	DPW-Tree Planting	47
684	Road Fund	11
SUB-TOTAL		2,764
161-A	Police Solos	46
161-M	Police 3 Wheels	186
161-S	Police Scooters	38
161-T	Police Trail Bikes	19
GRAND TOTAL		3,053

CENTRAL SHOPS
ANNUAL REPORT
DEPARTMENTAL EXPENDITURES
MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT
1977-1978

DEPT. NO	DEPARTMENT	WORK ORDERS RECEIVED	EXPENDED
111	Adult Probation	\$ 1,075.00	627.00
113	Art Commission	2,800.00	2,394.00
115	Assessor	1,000.00	485.00
117	City Attorney	414.00	414.00
119	City Planning	1,300.00	1,024.00
121	Civil Service	275.00	225.00
123	Controller	350.00	29.00
131	Emergency Services	1,700.00	1,192.00
141	District Attorney	7,700.00	7,474.00
141.2	Family Support	3,620.00	2,643.00
145	Fire Department	499,900.00	521,735.00
145.1	Equipment & Houses	170,000.00	149,872.00
145.3	High Pressure	19,788.00	21,487.00
154	Model Cities	6,824.00	4,728.00
161	Police Department	455,890.00	458,823.00
161MR	Motorcycles	79,717.00	69,622.00
165	Public Defender	4,000.00	2,166.00
169	Social Services	11,850.00	11,460.00
173	Sheriff	26,700.00	24,262.00
181	Supervisors	1,300.00	965.00
185	Probation Office	9,800.00	6,434.00
187	Log Cabin	3,000.00	4,303.00
188	Hidden Valley	1,500.00	700.00
213	Academy of Sciences	1,100.00	900.00
221	C.A.O.	600.00	32.00
223	Coroner	2,000.00	2,694.00
231	Electricity	17,000.00	17,086.00
243	Public Administrators	1,610.00	1,082.00
245	Real Estate	225.00	83.00
255	Registrar	200.00	48.00
261	Tax Collector	2,100.00	1,186.00
265	Wgts. & Measures	2,100.00	1,088.00
311	Purchasing	1,200.00	629.00
413	Architecture	6,250.00	3,483.00
415	Bldg. Inspection	20,000.00	11,022.00
415.1	F.A.C.E.	3,124.00	1,368.00
417	Bldg. Repair	39,500.00	36,490.00
417.2	Traffic Paint	13,000.00	12,238.00
421	Engineering	12,000.00	5,228.00
422	Sanitary Engineering	5,200.00	3,885.00
423	General Office	675.00	314.00
424	Personnel Adm.	850.00	392.00
426	Water Pollution	8,000.00	7,491.00
429	Sewer Repair	72,600.00	77,836.00
431	Street Clean	150,600.00	158,803.00
431.1	Broom Cores	16,500.00	11,700.00
431.3	Garage man	21,089.00	25,672.00
431.4	Auto Machinist	76,585.00	59,081.00

CENTRAL SHOPS
ANNUAL REPORT
DEPARTMENTAL EXPENDITURES
MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT
1977-1978

<u>DEPT.</u> <u>NO</u>	<u>DEPARTMENT</u>	<u>WORK ORDERS</u> <u>RECEIVED</u>	<u>EXPENDED</u>
513	Administration	\$ 4,500.00	\$ 4,204.00
531	Environmental Health	9,450.00	8,417.00
535	Health Centers	1,600.00	665.00
539	Nursing	150.00	-----o---
551	Emergency Hospitals	47,000.00	48,317.00
555	Laguna Honda	5,000.00	4,089.00
557	S.F.Hospital	8,000.00	7,096.00
567	Mental Health	5,500.00	5,183.00
577	Bureau Alcoholics	480.00	535.00
621	De Young Museum	1,400.00	413.00
631	Library	3,300.00	2,583.00
651	Recreation and Park	233,500.00	277,612.00
651.8	Recreation & Park (General)	1,500.00	1,166.00
653	Candlestick Park	2,000.00	905.00
661	School District	54,600.00	56,756.00
669	City College	29,800.00	27,719.00
681	Street Repair	136,350.00	154,465.00
681AS	Army Street	44,820.00	28,661.00
683	Traffic Engineering	15,500.00	15,731.00
684	Road Fund	3,500.00	2,593.00
686	Street Planting	18,500.00	17,622.00
725	Airport	29,400.00	13,580.00
		<u>\$ 2,440,461.00</u>	<u>\$ 2,411,207.00</u>
Add: Funds budgeted and expended for special Work Orders\$		305,194.00	\$ 240,216.00
Funds expended for miscellaneous items (Retirements, Payments in lieu of Sick Leave, Vacation,etc)			\$ 25,877.00
Unexpended Balance			<u>\$ 68,355.00</u>
		<u>\$ 2,745,655.00</u>	<u>\$ 2,745,655.00</u>

CENTRAL SHOPS

ANNUAL REPORT

1977-1978

COMPARISON OF EXPENDITURES WITH AMOUNT BUDGETED

<u>INDEX</u> <u>312</u>	<u>SUMMARY</u>	<u>BUDGETED</u> <u>1977- 1978</u>	<u>EXPENDED</u> <u>1977-1978</u>
110	Permanent Salaries	\$ 129,782.00	\$ 107,170.00
111	Overtime	-----o-----	-----o-----
112	Holiday Pay	-----o-----	-----o-----
130	Salaries - Crafts	1,488,198.00	1,401,956.00
111	Overtime - Crafts	7,144.00	10,139.00
112	Holiday Pay - Crafts	3,272.00	1,992.00
132	Temporary Salaries - Crafts	55,228.00	27,511.00
200	Contractual Services	220,260.00	199,913.00
300	Materials and Supplies	561,300.00	583,571.00
800	Fixed Charges	60.00	65.00
863	Mandatory Fringe Benefits	404,498.00	344,983.00
		<u>\$ 2,869,742.00</u>	<u>\$ 2,677,300.00</u>
	Central Shops Budget	\$ 2,869,742.00	
	Actual Work Orders Received	\$ 2,745,655.00	
	Less: Total Expenditures	<u>(2,677,300.00)</u>	
	Unexpended Balance	<u>\$ 68,355.00</u>	

<u>INDEX</u> <u>311</u>	<u>SUMMARY</u>	<u>BUDGETED</u> <u>1977-1978</u>	<u>EXPENDED</u> <u>1977-1978</u>
110	Permanent Salaries	\$ 61,802.00	\$ 61,802.00
130	Wages	236,351.00	213,409.00
131	Holiday Pay and Overtime	4,571.00	2,131.00
132	Temporary Wages	5,899.00	-----o-----
863	Mandatory Fringe Benefits	74,538.00	74,538.00
		<u>\$ 383,161.00</u>	<u>\$ 351,880.00</u>
	Unexpended Balance		<u>31,281.00</u>
		<u>\$ 383,161.00</u>	<u>\$ 383,161.00</u>

Grand Total 311 & 312 Expenditures:

312 - \$ 2,677,300.00

311 - \$ 351,880.00

\$ 3,029,180.00

CITY & COUNTY OF SAN FRANCISCO
PURCHASING DEPT. CENTRAL SHOPS
ORGANIZATION CHART

6-30-78

1162 Purchaser of Supplies
Department Head

7150 City Shops Gen. Super.
Administration

7277 City Shops Ast. Super.
Supervision

STORES - SUPPLIES

(By Assignment,
Central Warehouse)
1936 Sr. Storekeeper
1934 Storekeeper

GENERAL OFFICE

1-1652 Sr. Accountant
1-1632 Sr. Account Clerk
1-1630 Account Clerk
1-1222 Sr. Pay. Pers. Clerk
1-1424 Clerk Typist

FIRE SHOPS

1-7254 Auto Mach. Supervisor
1-7315 Auto Mach. Asst. . Supr.
9-7313 Auto Machinist
4-7410 Auto Service Worker

BODY

1-7306 Body Fender Wk'r.
BLACKSMITH

3-7389 Metalsmith
PAINT

3-7309 Car-Auto Painter
PATTERN

2-7358 Patternmaker

UPHOLSTERY

1-7387 Upholsterer

DELIVERIES

1-7355 Truck Driver Medium

TRUCK SHOPS

1-7249 Auto Mech. Supervisor
10-7313 Auto Machinist
2-7410 Auto Service Worker
D.P.W. STATION
1-7315 Auto Mach. Ass't. Supr.
2-7313 Auto Machinist
1-7412 Auto Srv. Wk'r. Spr.
3-7410 Auto Service Wk'r.

QUINT ST. STATION

1-7410 Auto Service Wk'r.
19th. AVE. STATION

1-7410 Auto Service Wk'r.

TIRE SHOP

2-7410 Auto Service Worker

METALSMITH

1-7389 Metalsmith

AUTO SHOPS

1-7254 Auto Mach. Supervisor
8-7381 Auto Mechanic
2-7410 Auto Service Worker

HALL OF JUSTICE

1-7382 Auto Mech. Asst. Supr.

1-7313 Auto Machinist

3-7381 Auto Mechanic (2T)

8-7410 Auto Service Wk'r.

D.P.H. & D. of E. GARAGE

1-7410 Auto Service Worker

BODY

2-7306 Body Fender Worker

PAINT

1-7309 Car-Auto Painter

MACHINE SHOPS

1-7258 Maint. Mach. Supervisor
5-7332 Maint. Machinist

S.E. SEWAGE PLANT

2-7332 Maint. Machinist

N.P. SEWAGE PLANT

1-7332 Maint. Machinist

R.S. SEWAGE PLANT

1-7332 Maint. Machinist

G.G. PARK SHOP

1-7254 Auto Mach. Supervisor

5-7313 Auto Machinist

1-7410 Auto Service Worker

CENTRAL SHOP EMPLOYMENTS
6-30-78

	1977-78 BUDGET APPROVED	EMPLOYED PERMANENT	EMPLOYED TEMPORARY	VACANT
7249 Automotive Mechanic Supervisor I	1	1	0	0
7254 Automotive Machinist Supervisor I	3	3	0	0
7258 Maintenance Machinist Supervisor I	1	1	0	0
7306 Automotive Body & Fender Worker	3	3	0	0
7309 Car and Auto Painter	4	3	0	1
7313 Automotive Machinist	27	27	0	0
7315 Auto Machinist Sub-Foreman	2	2	0	0
7332 Maintenance Machinist	9	8	0	1
7355 Truck Driver Medium	1	0	0	1
7358 Pattern Maker	2	1	0	1
7381 Automotive Mechanic	10	6	2	2
7381 Automotive Mechanic	1	0	1	0
7382 Automotive Mechanic Asst.Supr.	1	1	0	0
7410 Automotive Service Worker	25	19	2	4
7412 Auto Service Worker-Asst. Supervisor	1	1	0	0
1222 Sr.Payroll & Personnel Clerk	1	1	0	0
1424 Clerk Typist	1	1	0	0
1630 Account Clerk	1	1	0	0
1632 Sr. Account Clerk	1	1	0	0
1652 Sr. Accountant	1	1	0	0
7150 City Shops General Superintendent	1	1	0	0
7277 City Shops Ass't. Superintendent	1	0	0	1
7387 Upholsterer	1	1	0	0
7389 Metalsmith	<u>4</u>	<u>3</u>	<u>0</u>	<u>1</u>
	103	86	5	12

RETIREMENTS

The 1977-1978 Fiscal Year saw the following employees separated from the service through retirement. They have each completed many loyal and productive years in the service of the City and County of San Francisco. Their skills and contribution to the Shops will be missed.

<u>NAME</u>	<u>TITLE</u>	<u>RETIREMENT DATE</u>	<u>SERVICE</u>
Edmond A. Rames	City Shops Ass't. Sup't.	12-31-77	35 years
George M. Flaherty	Truck Driver	6-18-78	39 years
Roy B. Murray	Maintenance Machinist	2-3-78	25 years
Vincent Sanini	Auto Mechanic	3-30-78	15 years
Ralph B. Cook	Auto Mechanic	8-31-77	7 years
Harry Scott (Deceased)	Auto Mechanic	10-20-77	2 1/2 years

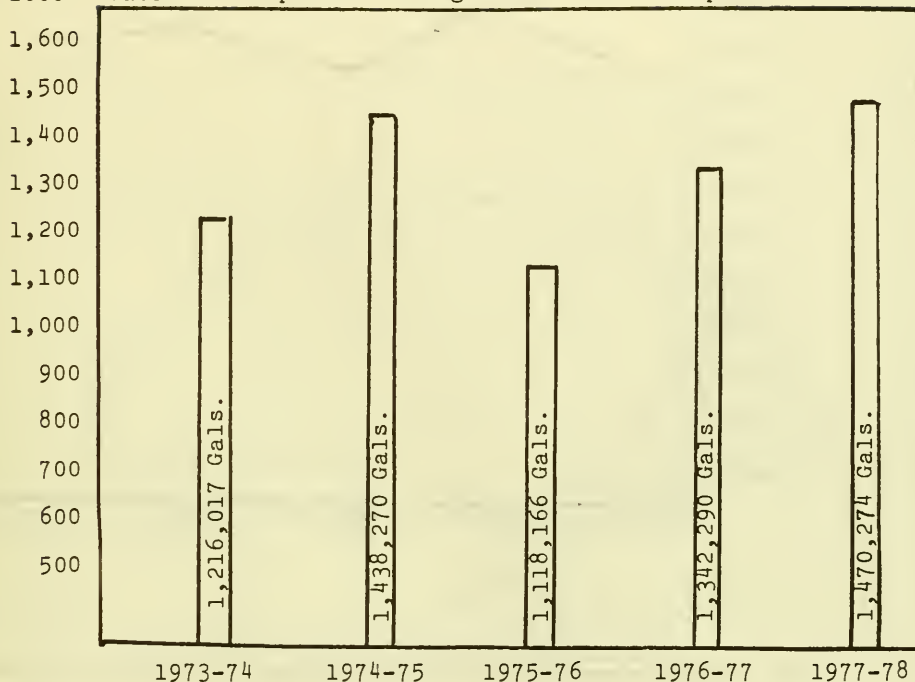
CENTRAL SHOPS
ANNUAL REPORT
GASOLINE EXPENDITURES
1977-1978

<u>DEPT.</u> <u>NO</u>	<u>DEPARTMENT</u>	<u>EXPENDED</u>
111	Adult Probation	\$ 1,097.00
113	Art Commission	1,649.00
115	Assessor	11.00
117	City Attorney	17.00
119	City Planning	909.00
121	Civil Service Commission	10.00
123	Controller	22.00
131	Emergency Services	1,332.00
141	District Attorney	8,467.00
141.2	Family Support	3,015.00
145	Fire Department	369.00
151	Mayor	98.00
154	Model Cities	9,223.00
161	Police	263,559.00
165	Public Defender	2,795.00
169	Social Services	8,279.00
173	Sheriff	15,645.00
181	Supervisors	395.00
185	Probation Office	3,633.00
187	Log Cabin	568.00
188	Hidden Valley	21.00
213	Academy of Sciences	986.00
221	C.A.O.	593.00
223	Coroner	2,160.00
231	Electricity	14,634.00
243	Public Administration	732.00
245	Real Estate	117.00
255	Registrar	1,308.00
261	Tax Collector	1,144.00
265	Wgts. & Measures	1,841.00
311	Purchasing	1,092.00
312	Central Shops	6,244.00
413	Architecture	1,924.00
415	Bldg. Inspection	14,211.00
417	Bldg. Repair	35,683.00
417.2	Traffic Paint	3,892.00
421	Engineering	6,352.00
423	General Office	22.00
424	Personnel Adm.	870.00
422	Sanitary Engineering	3,861.00
426	Sewage Treatment	8,549.00
429	Sewer Repair	28,297.00
431	Street Clean	75,570.00

CENTRAL SHOPS
ANNUAL REPORT
GASOLINE EXPENDITURES
1977-1978

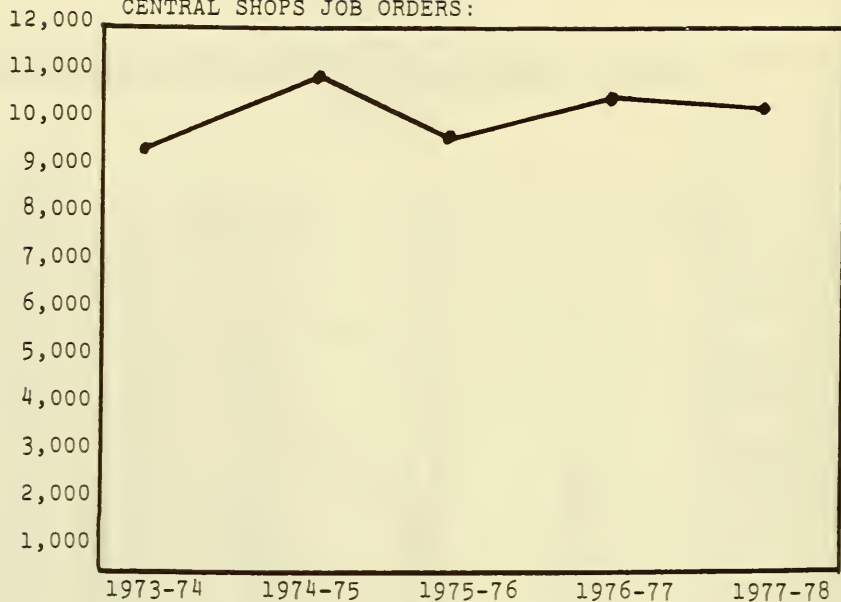
<u>DEPT.</u> <u>NO</u>	<u>DEPARTMENT</u>	<u>EXPENDED</u>
513	Administration	\$ 1,821.00
531	Food & Sanit.	6,564.00
535	Health Centers	526.00
545	Com. Disease	246.00
551	Emergency Hospitals	26,914.00
555	Laguna Honda	196.00
557	S.F. Hospital	6,995.00
567	Mental Health	8,276.00
577	Bureau Alcoholics	1,321.00
621	Fine ARTs Museum	395.00
631	Library	2,606.00
651	Recreation and Park	8,207.00
661	School District	20,972.00
669	City College	1,212.00
681	Street Repair	46,450.00
683	Traffic Engineering	12,357.00
684	Road Fund	2,624.00
686	Street Planting	13,410.00
735	Muni RAILway	6,300.00
755	Hetch Hetchy	1,133.00
775	Port	45.00
		<u>\$ 700,066.00</u>

Gal. X 1000 Gasoline Dispensed through the Central Shops

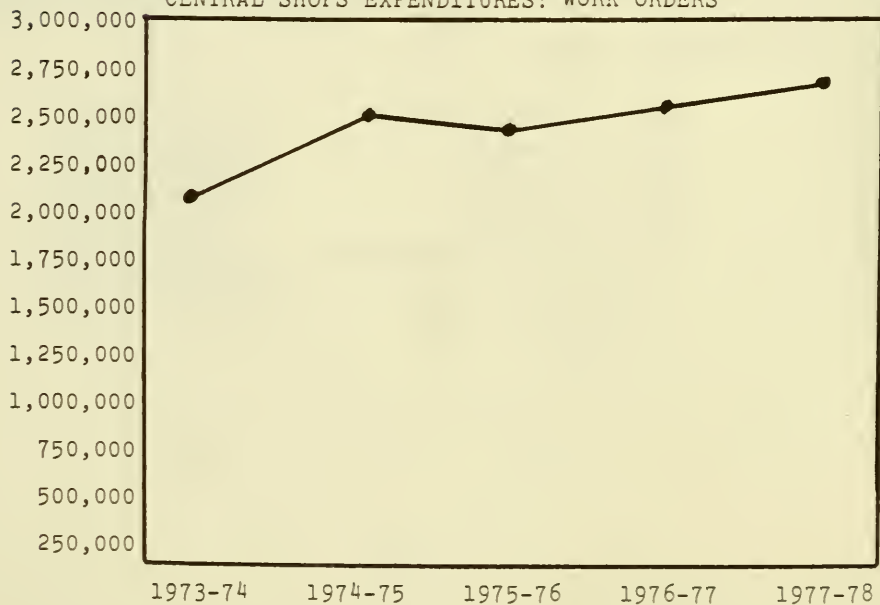


Hall of Justice Station	790,858 gallons
Quint St. Station	175,300 gallons
Army St. Station	289,457 gallons
19th Ave. Station	71,790 gallons
Recreation & Park Station	<u>142,869 gallons</u>
1977-78 Total	1,470,274 gallons

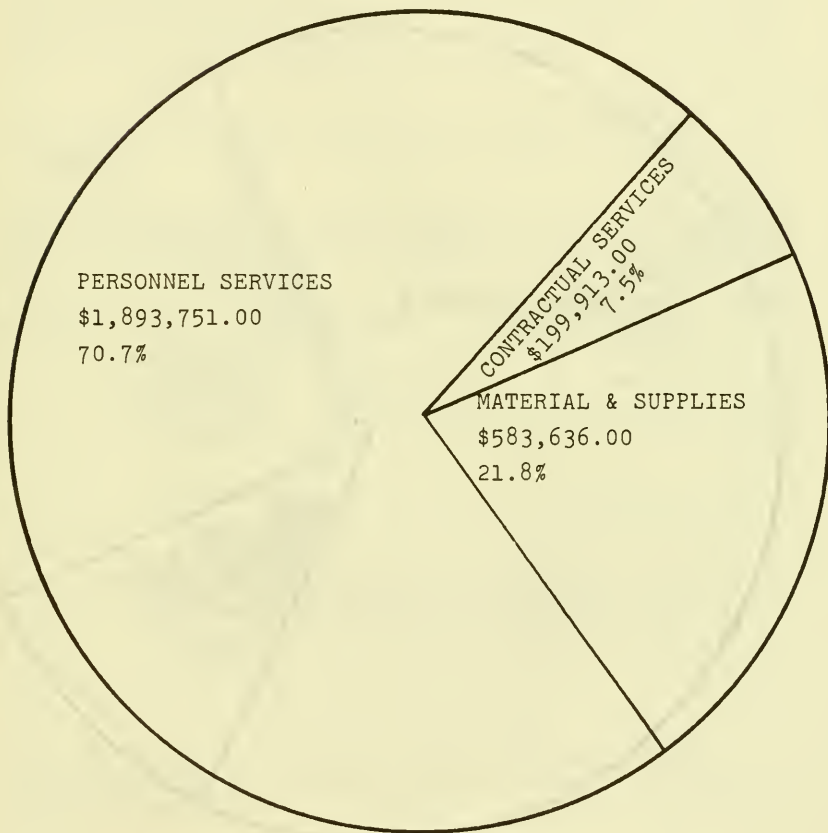
CENTRAL SHOPS JOB ORDERS:



CENTRAL SHOPS EXPENDITURES: WORK ORDERS

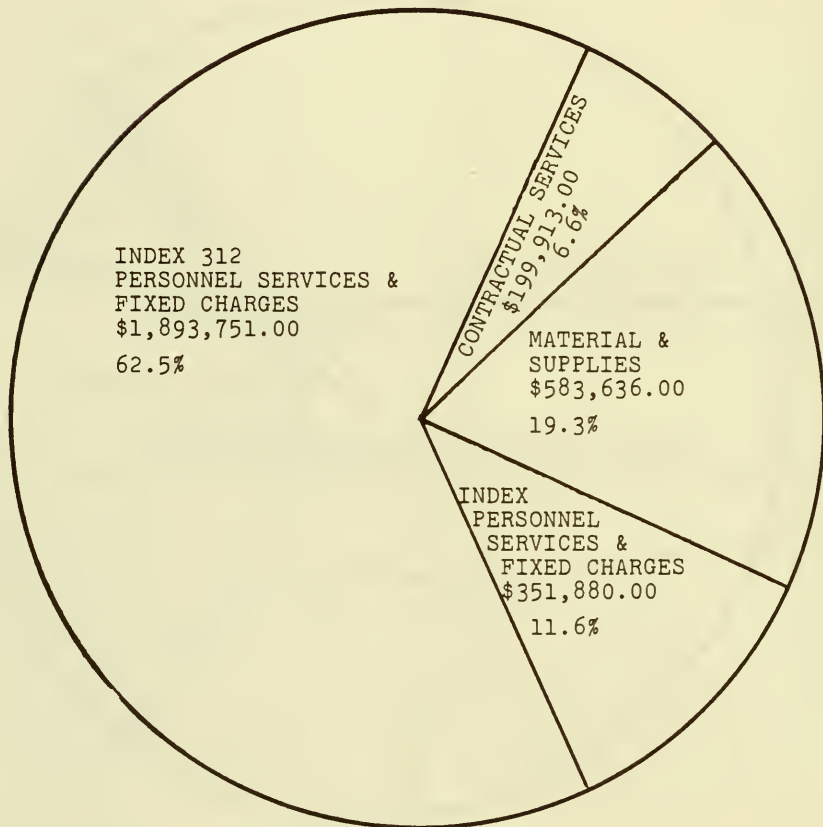


HOW CENTRAL SHOPS SPENT WORK ORDERS (312)
DURING THE YEAR 1977-1978



GRAND TOTAL WORK ORDERS EXPENDED	\$ 2,677,300.00
1976-1977 COMPARISON	\$ 2,594,878.00

HOW CENTRAL SHOPS SPENT 311 & 312 FUNDS
DURING THE YEAR 1977-1978



GRAND TOTAL 1977-1978	\$ 3,029,180.00
GRAND TOTAL 1976-1977	\$ 2,942,538.00

TITLE II - ANTI RECESSION FISCAL ASSISTANCE

The Central Shops have participated in the Federally Funded Title II Program in a very positive way.

Available funds provided employment to 26 skilled persons representing six crafts and permitted the City to accelerate maintenance and repair of deferred projects, to rehabilitate older city automotive equipment and to further extend their useful life.

A total of 8,309 various jobs were completed during the past fiscal year with a total Expenditure of \$397,559.00.

Additionally a sum of \$16,856.00 from the Central Shops allocation was made available to the Muni Railway for deferred maintenance to their non revenue equipment.

A separate "Automatic Cost Accounting Reporting" (ACAR) project was initiated.

The purpose of this project is to:

- 1) Modernizing the cost accounting system of the Central Shops.
- 2) Develop vehicle maintenance management information system.
- 3) Recommend methods and procedures that will result in increased efficiency in the acquisition, operation and maintenance of the fleet of City owned motorized vehicles and equipment.

The ANTICIPATED BENEFITS are to

Provide cost and management data for maximum efficiency and cost effectiveness of City automotive fleet operation.

CENTRAL SHOPS
TITLE II
DEPARTMENTAL EXPENDITURES
YEAR ENDING JUNE 30, 1978

<u>DEPT. NO.</u>	<u>DEPARTMENT</u>	<u>NUMBER OF JOBS</u>	<u>TOTAL COST</u>
111	Adult Probation	5	\$ 215.92
113	Art Commission	4	862.41
115	Assessor	4	520.74
117	City Attorney	2	226.00
119	City Planning	2	130.53
121	Civil Service	1	30.88
131	Emergency Services	6	630.23
141	District Attorney	26	3,076.07
141.2	Family Support	11	585.43
145	Fire Department	283	36,139.45
154	Model Cities	23	1,359.16
161	Police	549	66,833.09
161HJ	Hall of Justice	5,215	45,406.99
165	Public Defender	8	690.56
169	Social Services	51	3,228.65
173	Sheriff	44	5,131.21
181	Supervisors	1	282.00
185	Probation Office	13	1,146.18
187	Log Cabin	4	3,203.43
188	Hidden Valley	2	177.68
213	Academy of Sciences	1	88.23
221	C.A.O.	1	122.40
223	Coroner	13	1,573.75
231	Electricity	37	4,836.76
243	Public Administrator	6	259.11
255	Registrar	2	83.24
261	Tax Collector	10	773.69
265	Weights and Measures	18	2,740.45
311	Purchasing	5	345.80
312	Central Shops	44	66,206.87
314	Central Shops	47	10,065.25
413	Architecture	10	1,246.52
415	Building Inspection	58	4,896.32
415.1	FACE	7	259.35
417	Building Repair	90	10,443.45
417.2	Traffic Painting	13	1,478.74
421	Engineering	37	3,988.89
422	Sanitary Engineering	13	1,000.83
423	General Office	1	92.66
424	Personnel Administration	2	205.90
426	Water Pollution	23	1,374.26
429	Sewer Repair	45	6,292.75
431	Street Cleaning	71	11,077.73
431.3	Garageman	44	325.32
513	Administration	16	1,919.15
531	Environmental Health	21	2,253.66

CENTRAL SHOPS
TITLE II
DEPARTMENTAL EXPENDITURES
YEAR ENDING JUNE 30, 1978

<u>DEPT. NO.</u>	<u>DEPARTMENT</u>	<u>NUMBER OF JOBS</u>	<u>TOTAL COST</u>
535	Health Centers	3	\$ 598.10
545	Cummunicable Desease	1	107.07
551	Emergency Hospitals	8	2,016.14
555	Laguna Honda	10	860.74
557	General Hospital	35	2,704.51
567	Mental Health	26	1,716.97
577	Bureau of Alcoholism	1	198.39
621	Fine Arts Museum	1	71.35
631	Library	8	742.90
651	Recreation and Park	412	28,494.68
661	School District	45	3,530.17
669	City College	23	2,398.76
681	Street Repair	117	19,268.83
681AS	Army Street	568	4,829.84
683	Traffic Engineering	40	4,174.90
684	Road Fund	13	1,099.22
686	Street Planting	26	3,774.49
	Miscellaneous	83	17,145.05
		<u>8,309</u>	<u>\$ 397,559.80</u>



